SHARP

OPERATION MANUAL

(for network scanner)

LASER PRINTER

INTRODUCTION

The optional Network Scanner Expansion Kit (AR-NS3) enables the machine to be used as a network scanner. This manual explains only the network scanner functions of the product. For detailed information on the software in the CD-ROM that accompanied the AR-NS3, please view the user's guide (PDF format) that is included on the CD-ROM. For information on loading paper, replacing toner cartridges, clearing paper misfeeds, handling peripheral units, and other copier-related information, please refer to your "Operation manual (for general information and copier operation)".

To enable the network scanner function of this machine, a product key (password) must be entered using a key operator program. This is only required once. Use the "NETWORK SCANNER EXPANSION KIT" program to enter the product key. If you do not know your product key, please ask your dealer. (For information on using key operator programs, refer to the Key operator's guide.)

NOTES

- Before using the network scanner feature, several settings must be established from the Web page. These settings are explained from page 3 on. The settings must be established by the network administrator. Such settings must be effected by the system administrator who has the special network related backgrounds.
- The explanations in this manual assume that the person who will install the product and the users of the product have a working knowledge of Microsoft Windows.
- The explanations of screens and procedures in this manual are for Windows XP. The screens may vary depending on your Windows version and settings.
- For information on the operating system, please refer to your operating system manual or the online Help function.
- This manual assumes that several options have been installed.
  This manual assumes that the document filing functions are expanded.

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The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

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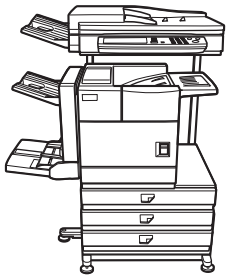
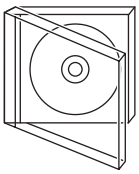
ABOUT THE NETWORK SCANNER FUNCTION

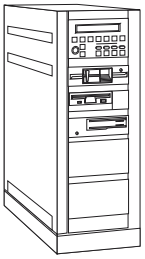
The AR-NS3 Network Scanner Expansion Kit adds network scanner functionality to your machine. A machine with the network scanner functionality can scan a paper document, photograph, or other printed information into a data file, and send the file to a file server or personal computer over a corporate network (intranet) or the Internet.
You can select from the following transmission methods, depending on where you wish to send the scanned image data.

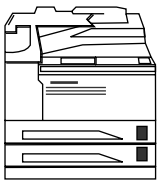




1. The scanned information can be sent to one's own personal desktop. (referred to as "Scan to Desktop")

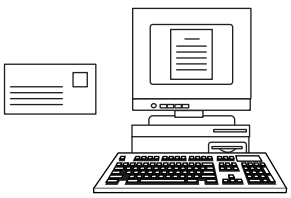
Before Scan to Desktop can be performed, the "Network Scanner Tool" software in the CD-ROM that accompanied the Network Scanner Expansion Kit must be installed.





2. The scanned information can be sent to a memory storage device on a network (a designated directory on an FTP server). (referred to as "Scan to FTP")
When sending scanned information to an FTP server, an e-mail message can also be sent to a preset e-mail address to inform the recipient of the location of the scanned image data. (referred to as "Scan to FTP (Hyperlink)")

3. The scanned information can be sent with the Internet-Fax feature.
Internet-Fax Reception is also available.



4. The scanned information can be sent to an e-mail recipient. (referred to as "Scan to E-mail")

SETTINGS AND PROGRAMMING REQUIRED FOR THE NETWORK SCANNER FEATURE

To use the Network Scanner feature, settings for the SMTP server, DNS server, and destination addresses must be established.
To establish the settings, use a computer that is connected to the same network as the machine to access the machine's Web page. The Web page can be displayed with your Web browser (Internet Explorer 5.5 or later (Windows)/5.1 or later (Macintosh), or Netscape Navigator 6.0 or later).

ACCESSING WEB PAGES

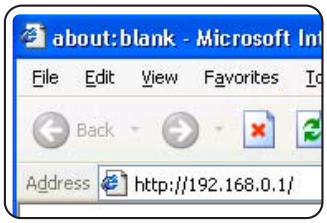
Use the following procedure to access the Web pages.

1 Open the Web browser on your computer.

Supported browsers:

Internet Explorer 5.5 or later (Windows)/5.1 or later (Macintosh)
Netscape Navigator 6.0 or later

2 In the "Address" field of your Web browser, enter the IP address of the machine as a URL.



Input the IP address previously specified in this product.
If you do not know the IP address, see page 51.

When the connection is completed, the following Web page will appear in your Web browser.

ABOUT THE WEB PAGE

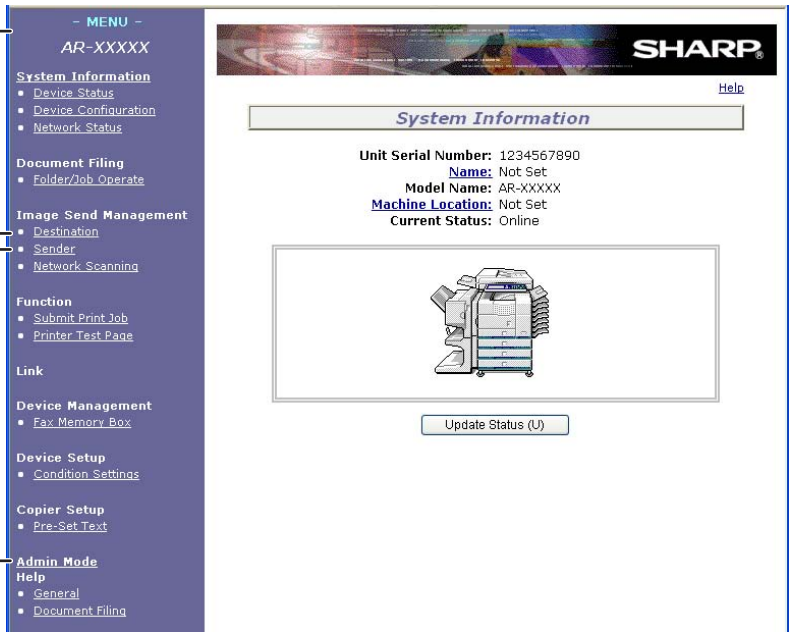
When you access the Web page in the machine, the following page (user screen) will appear in your browser.
A menu frame appears on the left side of the page. When you click an item in the menu, a screen appears in the right frame that allows you to establish settings for that item.
For overviews of each of the menu items, refer to chapter 3 of "Operation manual (for printer)".
For detailed explanations of the procedures for establishing settings, click "General" and "Document Filing" under "Help"in the menu frame.

Menu frame
Click the menu items displayed here to configure the corresponding settings.

Destination
Store, edit and delete transmission destinations.

Sender
Store, edit and delete senders.

Admin Mode
Display the administrator screen. You must input the user name and password for administrator.



Web Page

To use the network scanner function, you must store transmission destinations (pages 5 - 6) and program your sender's name (page 6).
The administrator must configure network scanner settings (page 7) on the administrator screen.

SETTING UP DESTINATION INFORMATION

Click "Destination" in the Web page menu frame to display the Destination Management screen. If you are prompted to enter the password, enter it to display the screen. This screen allows you to store the name and address of a destination in a one-touch key. The Destination Management screen can also be used to edit or clear stored destinations.

A total of 999*1 (500*2) destinations can be stored, including E-mail, FTP, Desktop, Internet-Fax, and Group destinations. Among these, a combined total of 200*1 (100*2) Scan to FTP and Desktop destinations can be stored. The stored destinations appear as one-touch keys in the touch panel of the machine when you send an image, allowing you to select the destination.

For detailed information on setting up, editing, and deleting destinations, refer to "General" under "Help".

■ Storing destinations for Scan to E-mail

Click "E-mail" in the Destination Management screen. Use this screen to enter the e-mail addresses of destinations for Scan to E-mail.

When you have completed all of the entries, click "Submit". The entries will be stored.

Scan to E-mail destinations can also be stored, edited, and cleared from the touch panel of the machine. (pages 38 - 41)

To perform Scan to E-mail, the SMTP server settings must first be established. (Refer to page 8.)

■ Storing destinations for Scan to FTP

Click "FTP" in the Destination Management screen. Use this screen to enter the destination addresses for Scan to FTP.

If you select the "Enable Hyperlink to FTP server to be e-mailed" checkbox, you can send an e-mail message to a "Destination" selected from "E-mail Destination" (stored as destinations in the Web page menu "E-mail"), to notify that person of the location of the scanned image data and its file format. (Scan to FTP (Hyperlink))

The e-mail includes a link to the location of the scanned image data, and if the FTP server does not require a user name or password (anonymous server), the recipient can display the image by simply clicking on the address.

To perform Scan to FTP (Hyperlink), you must set the SMTP server. If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server or WINS server settings. (Refer to page 8.)

■ Storing destinations for Scan to Desktop

Click "Desktop" in the Destination Management screen. Use this screen to enter the destination addresses for Scan to Desktop.

Scan to Desktop can only be used if Network Scanner Tool is installed in your computer (Network Scanner Tool is included on the CD-ROM that accompanies the Network Scanner Expansion Kit.)

You can store a Scan to Desktop destination in the Web page, or in Network Scanner Tool. We recommend that you normally use Network Scanner Tool, which automatically establishes settings. The Web page is primarily used when the same settings are to be established in multiple units, or when the network administrator performs maintenance. If the information set here differs from the information set in the host computer, transmission and reception will not take place normally. For details, refer to the User's Guide for Network Scanner Tool in the CD-ROM that accompanies the Network Scanner Expansion Kit.

If you entered a host name in "Hostname or IP Address", you will need to enter the DNS server or WINS server settings. (Refer to page 8.)

■ Storing destinations for Internet-Fax

Click "I-Fax" in the Destination Management screen. Use this screen to enter the destination e-mail addresses for Internet-Fax.

The destinations can also be stored, edited, and cleared from the touch panel of the machine. (Refer to pages 38 - 41.)

To perform Internet-Fax transmission, you must set the SMTP server. (Refer to page 8.)

*1 If the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.

*2 If the document filing functions are not expanded.

■ Storing Groups

If you are using Scan to E-mail or Internet-Fax transmission, a scanned image can be sent to multiple destinations in a single operation. To use this function, you must first store the destinations in a group. Click "Group" and then select the destinations that you wish to store in the group. Up to 500*1 (300*2) destinations can be stored in total. Only destinations for E-mail, Fax, and Internet-Fax, addresses searched with the global address search feature, and manually entered address can be stored in a group.

■ Items common to all transmission methods when storing destinations

- Name, Display Name
  Only alphabetical characters and symbols can be used to enter names in "Name" and "Display Name". For the maximum number of characters that can be entered, click "General" under "Help" in the menu frame.
  "Display Name" is the one-touch key name that is displayed in the touch panel of the machine. If a display name is not stored, the first 18 characters of the name stored in "Name" are automatically used as the display name.
- Initial, Custom Index
  Stored destinations are arranged on "indexes" when displayed in the touch panel of the machine. There are two types of indexes: the ABC index and group indexes. The ABC index arranges destinations based on the letters entered in "Initial", which is specified with up to 10 letters. If a destination is frequently used, it is convenient to select the "Frequently Used" checkbox to include the destination in the alphabetical "FREQUENT USE" index. Group indexes ("Custom Index") allow you to create and name indexes (see page 8) of destinations for specific purposes.
- File Format
  When you store a destination, you can also select the compression mode and the format of the image file that is created when you scan an original for transmission. You can select TIFF or PDF for the file type, and MH (G3), MMR (G4), or "None" for the compression mode. An initial setting has been made for the file type and compression mode, so you only need to make a selection if the initial settings are not satisfactory. For an explanation of the initial settings of each of the transmission methods, click "General" under "Help" in the menu frame.

NOTE

Internet-Fax has only one file format, TIFF-F, and thus there is no selection. MH (G3) or MMR (G4) can be selected for the compression mode.

STORING SENDER INFORMATION (Scan to E-mail)

To store the sender information (Sender Name, E-mail Address) that is displayed when the recipient receives your e-mail, click "Sender" in the menu frame and then click "Add". Information for up to 999*1 (500*2) different senders can be stored. Select a sender from the stored senders using the touch panel of the machine when you send an image (page 13). The selected sender appears in the sender column of the recipient's e-mail software program.

NOTE

If you do not select a sender when sending an image, the default sender information stored with the key operator program "Default sender set" is automatically sent. (page 56)

Click "Sender" in the Web page menu frame and enter the password to display the Sender Management screen. Click "Add" to enter sender information that will be displayed on the destination machine (sender name and sender e-mail address). The Sender Management screen can also be used to edit or clear stored sender information.
The sender information can also be stored, edited, and cleared from the touch panel of the machine. (Refer to pages 43 - 46.)

*1 If the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.
*2 If the document filing functions are not expanded.

SETTINGS FOR NETWORK SCANNING

The administrator must configure the following settings.
First, click “Admin Mode” in the menu frame to display the administrator screen. Then configure each setting item.

Menu frame
Click the menu items displayed here to configure the corresponding settings.

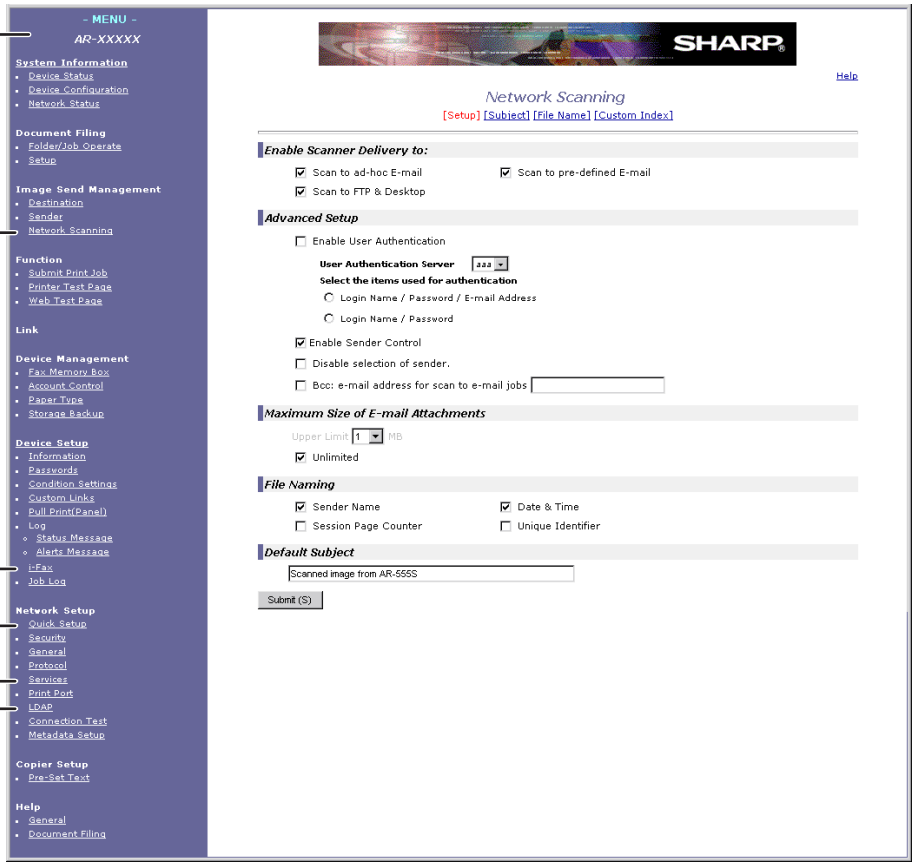
Network Scanning
Configure basic settings for the network scanner function.

i-Fax
Configure Internet-Fax transmission and reception settings.

Quick Setup
Configure simple settings for the SMTP server, DNS server, and LDAP server.

Services
Configure detailed settings for the SMTP server and the DNS server according to the transmission method.

LDAP
Configure detailed settings for global address search.



Network Scanning Setup screen

■ Basic settings for network scanning

Click "Network Scanning" in the menu frame, and then establish the required settings. After entering the settings, be sure to click "Submit" to store them. For detailed information on setting procedures, refer to "General" under "Help".

- **Network scanning setup screen**
  This screen is displayed when you click "Network Scanning."
  On this screen, set the scanning features to be used ("Enable Scanner Delivery to:"), the advanced functions ("Advanced Setup"), the upper limit of the file size of the image to be transmitted ("Maximum Size of E-mail Attachments"), the default file name ("File Naming"), and the default E-mail subject ("Default Subject"). If you use the factory default settings, you need not make settings on this screen.

- **Subject screen**
  This screen is displayed when you click "Subject" in the network scanning setup screen.
  Click "Add" to enter e-mail subjects. You can also edit or delete a subject. When you transmit a scanned image by e-mail, you can select a subject from those previously registered on this screen.

- **File name screen**
  This screen is displayed when you click "File Name" in the network scanning setup screen.
  Click "Add" to enter file names of images to be transmitted. You can also edit or delete a file name. When you transmit a scanned image by e-mail, you can select a file name from those previously registered on this screen.

● **Change custom index name screen**

This screen is displayed when you click "Custom Index" in the network scanning setup screen.
Programmed destinations appear as one-touch keys in the Address book screen of the touch panel, and are normally included in the ABC index. Two types of indexes are available: the ABC index and group indexes (custom directories). Group indexes allow you to assign any index name to the destination for easy searching. Six group indexes are available, and a name up to six characters long can be assigned to each.
Group index names can be programmed and edited in this screen. Enter names for indexes 1 through 6 and then click "Submit". If you wish to change a previously programmed name, enter the new name after deleting the previous name and save it.
For information on grouping destinations in a group index, refer to page 6. For information on switching between the ABC index and group indexes, refer to page 11.
The custom index can also be changed from the touch panel of the machine. (Refer to page 46.)

■ Setting up internet-fax parameters

Various parameters concerning Internet-Fax transmission and reception must be set. These parameters are used when you use the Internet-Fax feature.
Click "i-Fax" in the menu frame to display the i-Fax Setup screen.
If you use the Internet-Fax reception feature, you need to enter the settings for the POP3 server.
After setting the parameters, click "Submit" to store them.

■ Setting up servers

E-mail sent by Scan to E-mail, Internet-Fax transmission or Scan to FTP (Hyperlink) uses SMTP. To use any of these transmission methods, you must enter the settings for the SMTP server.
If you use the global address search feature, you also need to enter the settings for the LDAP server.
If you entered a host name when storing a destination for Scan to FTP (Scan to FTP (hyperlink)) or Scan to Desktop, you will need to enter the settings for the DNS or WINS server.
To set frequently used items for the SMTP server, DNS server, and LDAP server, click "Quick Setup" in the menu frame to display the setting screen. Enter required parameters.
To set items that are not included in the quick setup screen, click “Services” or "LDAP" in the menu frame to display the relevant setting screen. Enter required parameters.

PROTECTING INFORMATION PROGRAMMED IN THE WEB PAGE ("Passwords")

Passwords can be set to restrict Web page access and protect settings. The administrator must change the password from the factory default setting. Also the administrator must remember the new password. The password is required to operate the settings on the password-protected screen.
A password can be set for the administrator and passwords can be set for each user. If you use a user password, you will not be able to establish settings that are included only in the administrator screen.
The passwords for "user" and "admin" are both initially set to "Sharp". If you wish to change the passwords when first establishing the settings, enter "Sharp" in "Admin Password" before you establish the settings. A password must consist of alphanumeric characters and be no more than seven characters long. Passwords are case sensitive. After entering a password, click "Submit" to set it. After setting the password, turn the machine power off and then back on. When you are prompted for the password, enter "user" for accessing as a user or “admin” for accessing as an administrator at the "User name". Then, enter the relevant password. For detailed information on setting passwords, refer to "General" under "Help".

CONDITION SETTINGS SCREEN OF SCANNER MODE

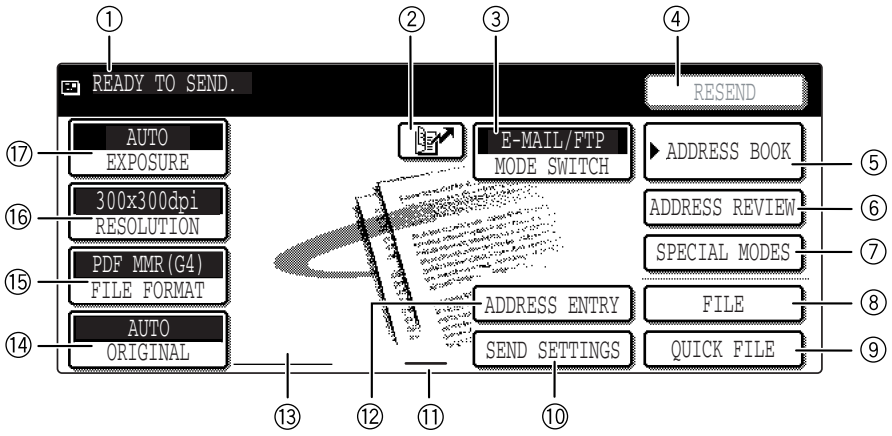
The condition settings screen of scanner mode is displayed by pressing the [IMAGE SEND] key (refer to page 1-12 of "Operation manual (for general information and copier operation)") while the document filing mode*1 (print mode*2), copy mode, or job status screen appears in the touch panel*3. In the explanations that follow, it is assumed that the initial screen that appears after pressing the [IMAGE SEND] key is the condition setting screen (shown below). If you have set the display to show the address book screen (following page) when the [IMAGE SEND] key is pressed, touch the [CONDITION SETTINGS] key in the address book to display the condition setting screen.
The key operator program "Default display settings" (refer to page 55) can be used to set the display to show either the condition setting screen (shown below) or the Address book screen (following page) when the [IMAGE SEND] key is pressed.

NOTE

For information on the parts of the unit and the operation panel that are used for network scanning, refer to pages 1-9 to 1-12 of Operation manual (for general information and copier operation). For parts that are used for both network scanning and printing, refer to chapter 4 of Operation manual (for printer).

■ Condition settings screen

The display is initially set (factory setting) to show the following condition setting screen as the initial screen. The illustration below shows the screen in the E-MAIL/FTP mode.



① **Message display**
Messages appear here to indicate the current status of the machine.
When the machine is ready to send, an icon appears to the left.

② **[ ] (Quick) key (page 17)**
When you add a one-touch key or a group key, the machine will automatically assign a shortened number (in this manual, this key is called the Quick key). Use this key for a three-digit shortened number to simplify the transmission procedure.

③ **[MODE SWITCH] key**
Touch this key to switch between the E-MAIL/FTP mode and the INTERNET-FAX mode. If the machine is equipped with the facsimile feature, this key can also be used for selecting the FAX mode.

④ **[RESEND] key**
Touch this key to send to the address to which transmission was previously made. After an address is specified, the [NEXT ADDRESS] button is displayed here.

⑤ **[ADDRESS BOOK] key (page 14)**
This displays the Address Book screen (next page). Touch this key when you wish to use a one-touch key that has a destination (or group) programmed in it.

⑥ **[ADDRESS REVIEW] key (page 18)**
When performing a broadcast transmission, touch this key to check your selected destinations. Your selected destinations will appear as a list, and the list can be edited.

⑦ **[SPECIAL MODES] key**
Touch this key to set the special modes.
- Erase (page 25)
- Dual page scan (page 26)
- Timer (page 27)
- 2 in 1 (page 28)
- Card shot (page 29)
- Job build (page 31)
- Transaction report (page 32)
- Program (page 33)

*1 If the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.
*2 If the document filing functions are not expanded.
*3 Depending on the feature to be used, touch the [MODE SWITCH] key to select the E-MAIL/FTP mode or the INTERNET-FAX mode.

⑧ **[FILE] key (page 14)**
Touch this key to store a document image that you are transmitting in the hard disk (this includes selecting a user name, file name, and location).

⑨ **[QUICK FILE] key (page 14)**
Touch this key to store a document image that you are transmitting in the temporary storage folder.

⑩ **[SEND SETTINGS] (page 12)**
Touch this key to set the subject, file name, and sender name.

⑪ **Memory and reception mode display**
This shows the amount of fax memory that is free when an optional facsimile feature is installed.

⑫ **[ADDRESS ENTRY] key (page 16)**
When performing Scan to E-mail, touch this key if you wish to enter the e-mail address of the recipient manually instead of using an one-touch key.

⑬ **Two-sided scanning icon display (page 19)**
Icons appear here when you touch the [ORIGINAL] key and select two-sided scanning (if a B/W scanner module/DSPF is installed). The icons can be touched to open function selection screens.

⑭ **[ORIGINAL] key (pages 19 - 22)**
Touch this key when you wish to manually set the size of the original to be scanned or scan both sides of the original (if a B/W scanner module/ DSPF is installed).

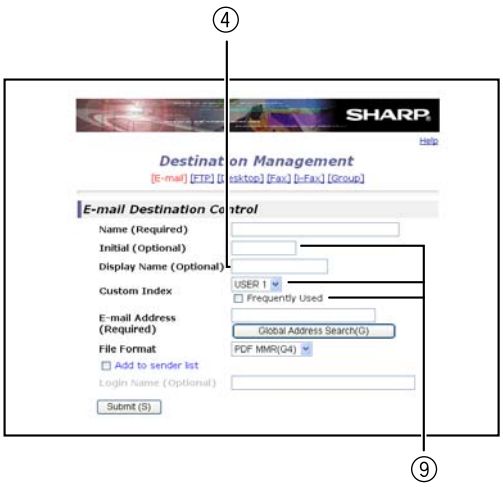
⑮ **[FILE FORMAT] key (page 24)**
Touch this key to set the file format of scan images that you transmit. The selected file format setting will be highlighted above the key. The initial factory setting is "PDF MMR(G4)".

⑯ **[RESOLUTION] key (page 23)**
Touch this key to change the resolution setting for the original to be scanned. The selected resolution setting will be highlighted above the key. The initial factory setting is "300x300dpi" (E-MAIL/FTP mode) or "STANDARD" (INTERNET-FAX mode).

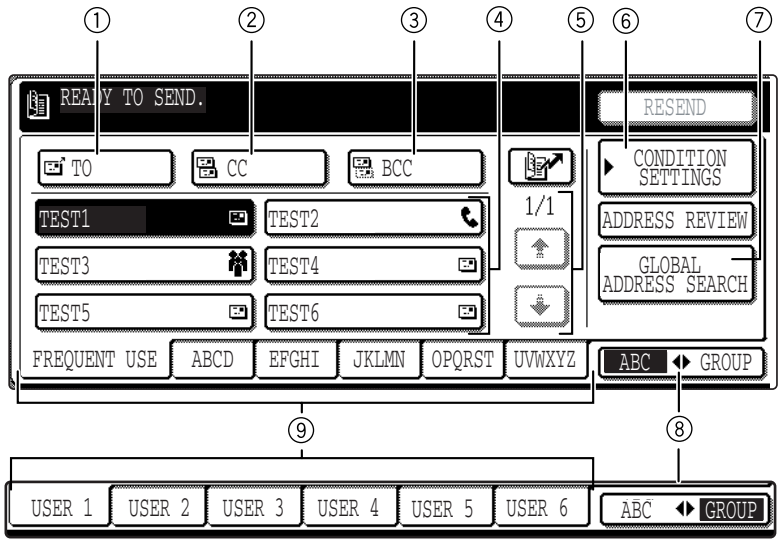
⑰ **[EXPOSURE] key (page 23)**
Touch this key to change the exposure setting for the original to be scanned. The selected exposure setting will be highlighted above the key. The initial factory setting is "AUTO".

■ Address book screen

Touch the [ADDRESS BOOK] key in the Condition settings screen (previous page) to display the screen shown below at right.
If you have set the initial screen to the address book screen using the key operator program, the initial screen will appear as follows.
Destinations stored using the Web page are grouped in indexes (⑨) according to the letter entered in "Initial" for each destination, and the name entered in "Display Name" is displayed in the one-touch key (④).
The screen shown below is the address book screen with an alphabetical index. The address book screen can be set with the group index as the initial screen (See "Default display settings" on page 55).



E-mail Destination Management page



① **[TO] key (page 14)**
After selecting a destination using a one-touch key or the global address search function, touch this key. For Scan to E-mail or Internet-Fax transmission, you can select multiple destinations before touching this key.

② **[CC] key (page 14)**
If you wish to a send "CC" ("Carbon Copy") of a Scan to E-mail transmission to other recipients in addition to the main recipient, after selecting destinations using one-touch keys or the global address search function, touch this key. You can

select multiple destinations before touching this key.

③ **[BCC] key (page 14)**
This key is displayed only if “ENABLE BCC” of the key operator program, "BCC Setting", is set.
If you wish to send a "BCC" ("Blind Carbon Copy") of a Scan to E-mail transmission to other recipients in addition to the main recipient, after selecting destinations using one-touch keys or the global address search function, touch this key. Other recipients will not be informed that a copy was sent to the "BCC" recipients. You can select multiple destinations before touching this key.

④ **One-touch key display**
This shows the one-touch keys that have been stored on the selected "index card". The key type is indicated by the icon at the right.
: Scan to E-mail
: Scan to FTP
: Scan to Desktop
: Internet-Fax
: Fax
An optional facsimile expansion kit is required.
: Multiple destinations including Scan to E-mail and Fax destinations
This can be changed to 6 or 9 using the key operator program, "The number of direct address/ sender keys displayed setting" (page 55).

⑤ **Display switching keys**
In cases where the one-touch keys cannot all be displayed on one screen, this shows how many screens are left. Touch the "▲" "▼" keys to move through the screens.

⑥ **[CONDITION SETTINGS] key**
This displays the Condition settings screen (page 9), which is used to set various conditions.

⑦ **[GLOBAL ADDRESS SEARCH] key (page 17)**
This feature makes it possible to search for an e-mail address in an Internet or intranet directory database.
To use this function, the IP address (or network name) of the LDAP server must be set, as well as an account name and password. These settings are configured by accessing the Web server in the machine from a computer. Click "LDAP" in the Web page menu frame to display the LDAP Setup screen.

⑧ **[ABC ◆▶ GROUP] key**
Touch this key to switch between the alphabetical index and the group index.

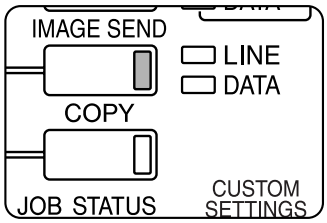
⑨ **Index keys**
One-touch key destinations are stored on each of these index cards (alphabetical index or group index). Touch an index key to display the card. Each time you touch the same index key, the order of display of one-touch keys changes as follows: Order of registration → Alphabetical order → Reverse alphabetical order. In the case of the alphabetical order, ▲ is displayed on the index key. In the case of the reverse alphabetical order, ▼ is displayed. In the case of order of registration, no icon is displayed.
Group indexes make it possible to store one-touch keys by group with an assigned name for easy reference. This is done with the custom settings (refer to page 8). Frequently used one-touch key destinations can be stored on the FREQUENT USE card for convenient access.

NOTE
If desired, you can use the key operator program, "Default display settings" (page 55), to set the default screen to the group address directory.

SENDING AN IMAGE

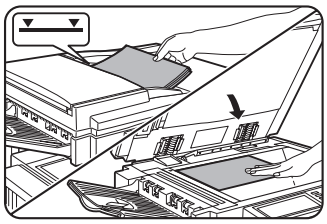
BASIC TRANSMISSION METHOD

1 Make sure the machine is in scanner mode.



When the [IMAGE SEND] key light is on, the machine is in scanner mode. If the light is not on, press the [IMAGE SEND] key. Depending on the feature to be used, touch the [MODE SWITCH] key to select the E-MAIL/FTP mode or the INTERNET-FAX mode.

2 Load the original.

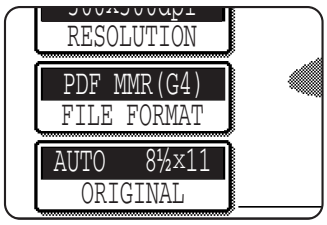


For detailed information on loading an original, refer to page 4-3 of "Operation manual (for general information and copier operation)".

NOTE

You cannot load documents in both the automatic document feeder and on the document glass and send them in a single transmission.

3 Check the original size.

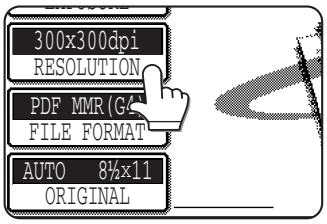


The original size is automatically detected. If you loaded a non-standard size document or wish to change the scanning size, touch the [ORIGINAL] key and set the document size. (Refer to page 20.)

NOTES

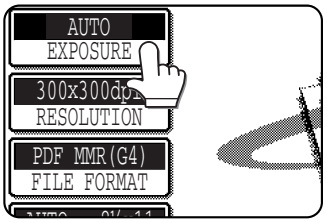
- To scan a two-sided original (if a B/W scanner module/DSPF is installed), refer to page 19.
- To rotate the document image 90° before transmission, see page 20.

4 If needed, adjust the resolution setting. (Refer to page 23.)



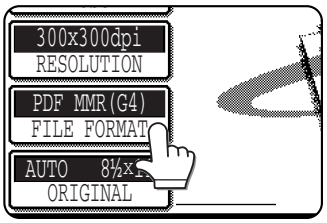
The initial factory setting is “300x300dpi” (E-MAIL/FTP mode) or "STANDARD" (Internet-Fax mode).

5 If needed, adjust the exposure setting. (Refer to page 23.)



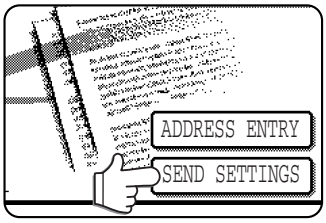
The initial factory setting is "AUTO".

6 If needed, select the file format. (Refer to page 24.)



The initial factory setting is "PDF MMR(G4)".

7 Touch the [SEND SETTINGS] key.



This step is not necessary for Scan to FTP or Scan to Desktop. Go directly to step 18 (page 14).

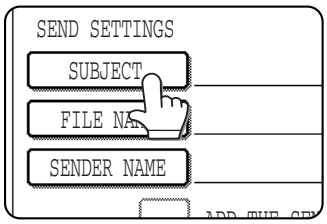
NOTES

- You can skip the send settings (Proceed to step 18). If you skip these settings, the subject and the file name that were set on the Web page and the sender name that was set with the key operator program (if the name is not registered, the default is the administrator name for the Web page) will automatically be used for transmission.
- Subjects, file names, and senders are stored using the Web page. Up to 30 subjects and file names, and up to 999*1 (500*2) senders can be stored. You can input the subject and the file name directly using the procedure on the next page.

*1 If the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.

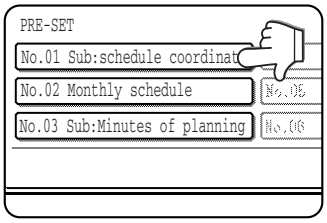
*2 If the document filing functions are not expanded.

8 Touch the [SUBJECT] key.



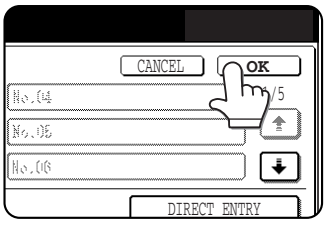
The subject selection screen appears. The list of subjects that were registered on the Web page is displayed.
For Scan to FTP and Scan to Desktop, the subject cannot be set. Proceed to step 11.

9 Select the desired subject or input the subject.

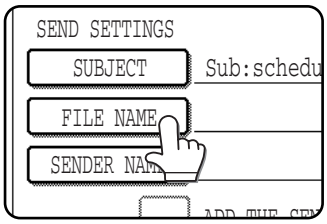


To select among the displayed subjects, touch the desired subject. The selected subject will become highlighted. If you made a mistake, touch the correct key. The highlighting will move to the new key.
To enter the subject directly, touch the [DIRECT ENTRY] key and enter the subject.
The selected or entered subject will be the subject of the e-mail.

10 Touch the [OK] key.

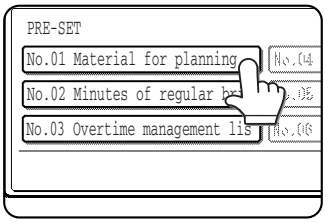


11 Touch the [FILE NAME] key.



The file name selection screen appears. The list of file names that were registered on the Web page is displayed.

12 Select the desired file name or input the file name.

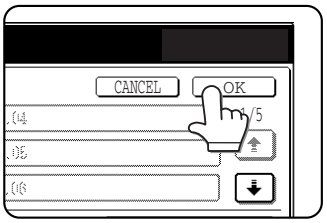


To select among the displayed file names, touch the desired file name. The selected file name will become highlighted. If you made a mistake, touch the correct key. The highlighting will move to the new key.
To enter the file name directly, touch the [DIRECT ENTRY] key and enter the file name.
The selected or entered file name will be the name of the file attached to the e-mail.

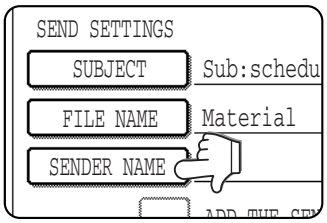
NOTE

If you select "SPECIFIED PAGES PER FILE" for Scan to E-mail, the specified file name will be applied to multiple files but serial numbers (such as 001) will be added automatically.

13 Touch the [OK] key.



14 Touch the [SENDER NAME] key.

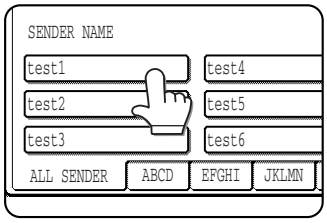


The sender name selection screen appears. The list of sender names that were registered on the Web page is displayed.

NOTE

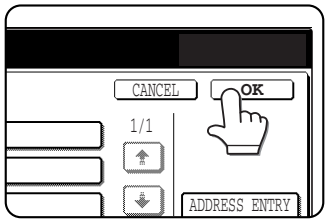
For Scan to FTP, Scan to Desktop, and Internet-Fax transmission, the sender name cannot be set. Proceed to step 17.

15 Touch the desired sender name.



The selected sender name is highlighted. If you made a mistake, touch the correct key. The highlighting will move to the new key.
To enter the sender name directly, touch the [ADDRESS ENTRY] key and then enter the e-mail address.
To enter the result of global address search, touch the [GLOBAL ADDRESS SEARCH] key for address search.
The selected sender will be the sender of the e-mail.

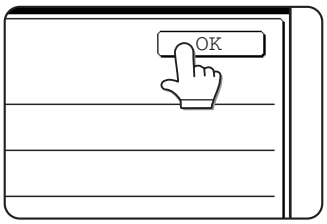
16 Touch the [OK] key.



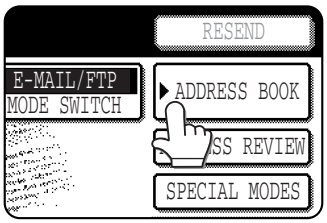
NOTE

To send to the selected sender as CC, touch the checkbox of [ADD THE SENDER TO CC] to display a checkmark.

17 Touch the [OK] key.

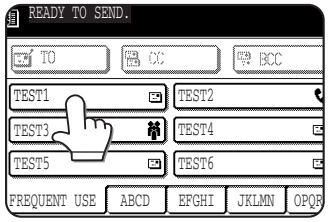


18 Touch the [ADDRESS BOOK] key.



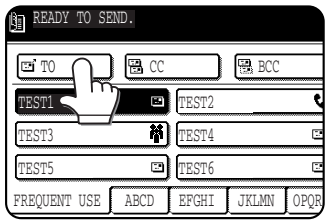
The address book screen appears.

19 Touch the one-touch key for the desired destination.



The key you touched is highlighted. If you touch the wrong key, touch the key again to cancel the selection. The key display will return to normal.

20 Touch the [TO] key.

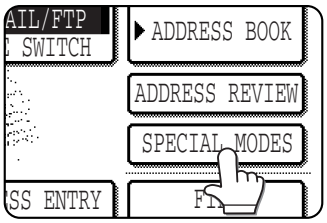


For Scan to E-mail, you can send the "CC" or "BCC" copies. Touch the desired destinations and then touch the [CC] key or [BCC] key. "BCC" can be set only if “ENABLE BCC” of the key operator program, "BCC Setting", is set. (page 56)

NOTES

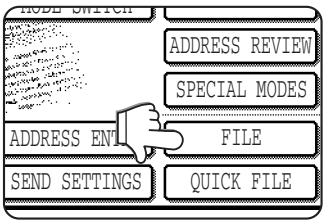
- Refer to pages 5 to 6 for information on programming one-touch key destinations.
- When touching a one-touch key, corresponding information from the email destination screen is shown in the message display. Up to 35 characters can be displayed in the message screen, regardless of the number of characters that have been entered.
- For destination entry, in addition to the one-touch keys in the address book screen, the manual address entry, the Quick key or the global address search can be used. For Scan to E-mail and Internet-Fax transmission, multiple destinations can be specified for a broadcast transmission (page 16).

21 Set special functions as needed.



You can set the Erase function (page 25), Dual page scan function (page 26), Timer function (page 27), 2 in 1 (page 28), Card shot (page 29), Job build (page 31), and Program (page 33) by touching the [SPECIAL MODES] key.

22 If desired, touch the [FILE] key or the [QUICK FILE] key.



These keys are used to store the scanned image in the machine's hard disk. The stored image can be printed or transmitted again at a later time.

For information on this function, see "Document filing functions" in chapter 7 of the Operation Manual (for general information and copier operation).

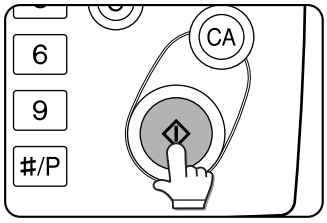
If the [FILE] key is grayed out, only the [QUICK FILE] key can be selected.

When you touch the [QUICK FILE] key, a message asking you to confirm the save will appear. Touch the [OK] key in the message screen and go to the next step.

If you wish to cancel the save, touch the [QUICK FILE] key after touching the [OK] key so that the [QUICK FILE] key is no longer highlighted.

Using the automatic document feeder

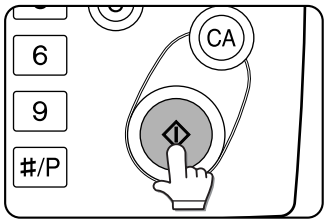
23 Press the [START] key.



Scanning begins and the transmission job is stored. (The job is transmitted after previously stored transmission jobs have been completed.)
If scanning is completed normally, the machine makes a beep sound to inform you that the transmission job is stored and the [JOB STORED] appears in the message display.

Using the document glass

23 Press the [START] key.

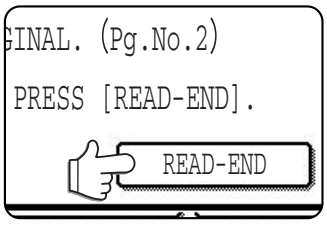


The original is scanned and the [READ-END] key appears.

24 If you have another page to scan, change pages and then press the [START] key.

Repeat this sequence until all pages have been scanned. You can change the resolution and exposure settings as needed for each page (refer to page 23).
If no action is taken for one minute, scanning automatically ends and the transmission job is stored.

25 After the final page is scanned, touch the [READ-END] key.



The machine makes a beep sound to inform you that the transmission job is stored and the [JOB STORED] appears in the message display. (The destination is automatically called and the document transmitted after previously stored jobs are completed.) Open the document glass cover and remove the document.

NOTES

- **Canceling transmission**
  To cancel transmission while the [SCANNING ORIGINAL...] appears in the display or before the [READ-END] key is touched, press the [C] key or the [CA] key. To cancel a transmission job that is already stored, press the [JOB STATUS] key and cancel the job as explained on page 35.
- **Important points when using Scan to E-mail**
  Be very careful not to send image data files that are too large. Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) connection environment. If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down. In cases where you need to send multiple documents, try such measures as lowering the resolution mode.
- You can use the key operator program, "Maximum size of e-mail attachments" (page 56), to set a limit for the size of image files sent by Scan to E-mail.
- If the power is turned off or a power failure occurs while a document is being scanned in the automatic document feeder, the machine will stop and a document misfeed will occur. After the power is restored, remove the document as explained on page 2-25 of "Operation manual (for general information and copier operation)".
- A job number appears in the display with "JOB STORED." when a transmission job is stored. If you make a note of this number, you can use the number to easily locate the job when checking the results of the transmission in the job status screen for a broadcast transmission (page 18), or in the transaction report or activity report for other types of transmission jobs.

DESTINATION INPUT METHODS

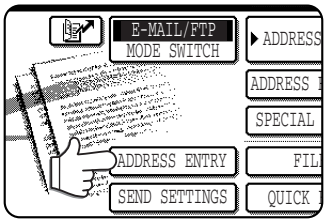
In the section of "BASIC TRANSMISSION METHOD", a destination is specified with a one-touch key (steps 18 to 20). This machine, however, provides the following destination input methods.

- Manual entry: Enter the e-mail address directly. (only for Scan to E-mail and Internet-Fax transmission)
- [ ] (Quick) key: After touching the [ ] key, enter the three-digit number that was assigned when the address was registered.
- Global address search: Search for an e-mail address in an Internet or intranet directory database.

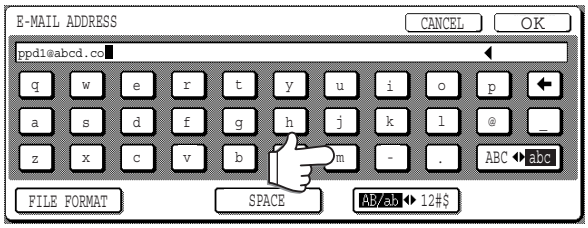
You can also enter multiple addresses for a broadcast transmission.

■ Destination address manual entry

1 Touch the [ADDRESS ENTRY] key.

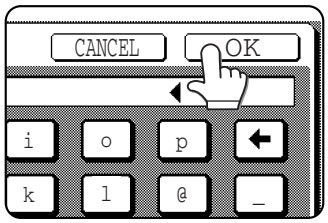


2 Enter the e-mail address.



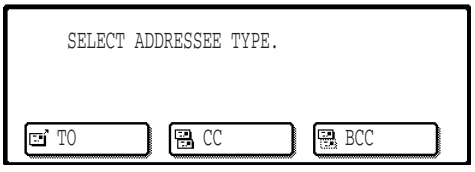
If you make a mistake, touch the [←] key to move the cursor (▮) back to the mistake and then enter the correct character.

3 Touch the [OK] key.



The destination selection screen will appear.

4 Select where you put the destination.



Normally touch the [TO] key. However, if you are performing a broadcast transmission and wish to "CC" or "BCC" the document to the entered e-mail address, touch the [CC] or [BCC] key.
After touching one of the keys, you will return to the initial screen.

In the Internet-Fax mode, a screen for requesting a reception report is displayed in place of the destination type selection screen. Touch the [NO] or [YES] key. You will return to the initial screen.

NOTE

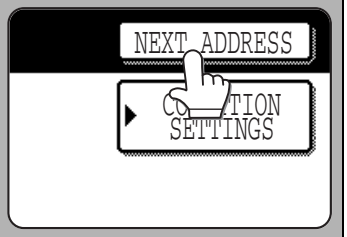
"BCC" can be set only if "ENABLE BCC" of the key operator program, "BCC Setting", is set. (page 56)

5 If you wish to enter another e-mail address, repeat steps 1 through 4.

For Scan to FTP and Scan to Desktop, a broadcast transmission cannot be performed.

NOTES

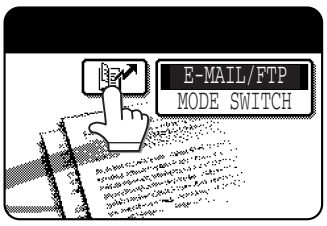
- If the key operator program has been set so that the [NEXT ADDRESS] key must always be touched (page 55) and you wish to enter another address, touch the [NEXT ADDRESS] key.



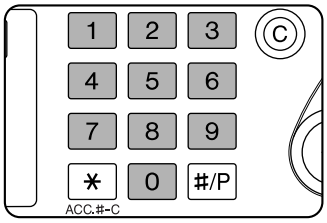
- If you frequently use broadcasting to send documents to the same group of destinations, it is convenient to program those destinations into a group key. (page 6)

■ Address entry with (Quick) key

1 Touch the key.



2 Enter the three-digit assigned number.



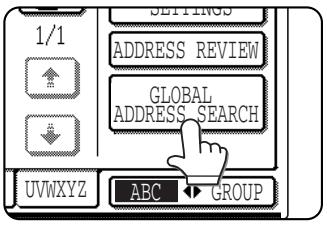
When a three-digit number is entered, the relevant address will be set as a destination address. Leading zeros (such as 00 in 001) can be omitted. In this case, when you touch the [NEXT ADDRESS] or key, the address will be set.
If you make a mistake, press the [C] key to clear the entered number.

3 If you wish to enter another address, repeat steps 1 through 2.

For Scan to FTP and Scan to Desktop, a broadcast transmission cannot be performed.

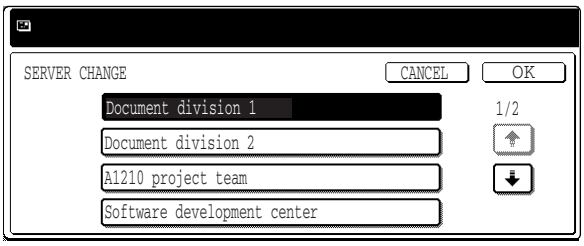
■ Destination address entry with global address search

1 Touch the [GLOBAL ADDRESS SEARCH] key.



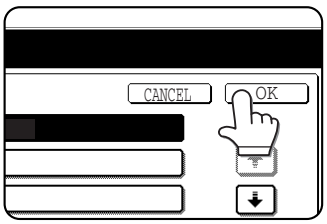
The server change screen is displayed. If only one LDAP server has been set, the global address search screen is displayed. Proceed to step 4.

2 Touch the desired LDAP server key.

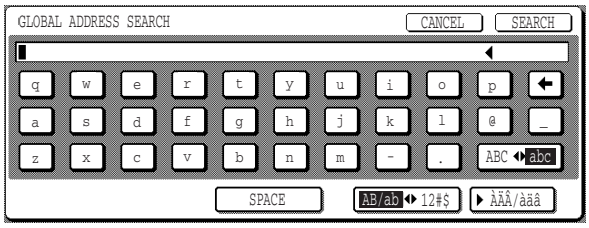


To search the highlighted server, proceed to step 3.

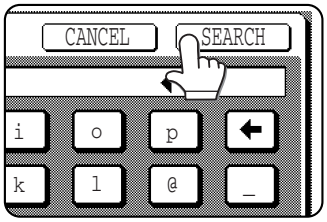
3 Touch the [OK] key.



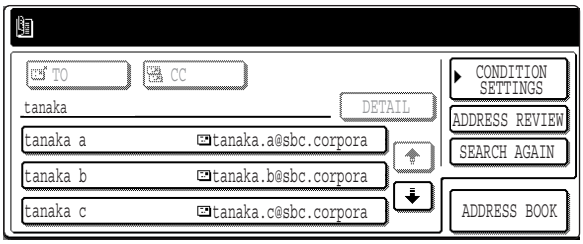
4 Enter a keyword for search.



5 Touch the [SEARCH] key.

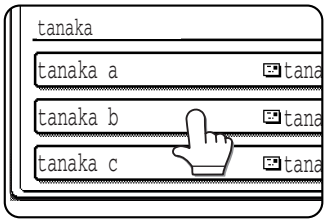


The search results appear as destination keys.



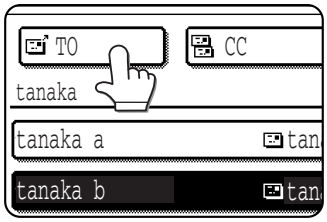
If matching addresses are not found, a message indicating the result is displayed. In this case, touch the [OK] key and touch the [SEARCH AGAIN] key to return to step 4.

6 Touch the desired destination key.



To display the remaining destinations, touch the [▼] key.
For detailed information on the selected destination, touch the [DETAIL] key. You can also register the destination to the address book by touching the [REGISTER] key.

7 Select the destination type.



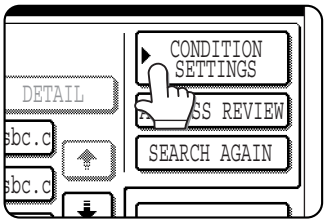
Normally touch the [TO] key. However, if you are performing a broadcast transmission and wish to "CC" or "BCC" the document to the entered address, touch the [CC] or [BCC] key.

NOTE
"BCC" can be set only if “ENABLE BCC” of the key operator program, "BCC Setting", is set. (page 56)

8 If you wish to enter another address, repeat steps 6 and 7.

For Scan to FTP and Scan to Desktop, multiple destinations cannot be specified.

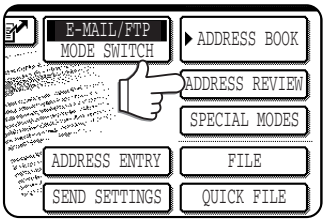
9 Touch the [CONDITION SETTINGS] key.



You will return to the condition setting screen.

■ Address review for broadcast transmission

1 Touch the [ADDRESS REVIEW] key and check the destinations.



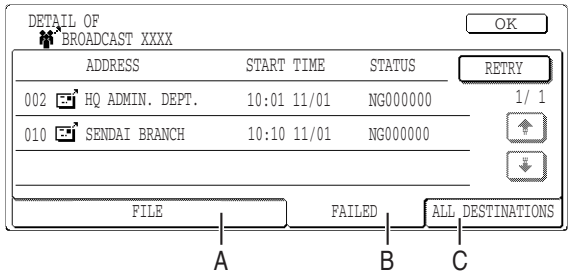
When the [ADDRESS REVIEW] key is touched, only the entered destinations are displayed. You can also display the CC and BCC destinations by touching the relevant keys.
If you need to clear a destination, touch its key.

Touch the [OK] key to return to the initial screen.

NOTE
When you perform a broadcast transmission, the compression mode set with the key operator program, "Compression mode at broadcasting" (page 56), is used as the file compression mode for all destinations.The default setting is "MMR (G4)".

■ Checking a broadcast transmission job result and retransmitting an error job

This function is available only if the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.
The results of a broadcast transmission can be viewed in the following screen, which is opened by touching the [BROADCAST XXXX] key (where "XXXX" is the number of the job; see "NOTES" on page 15) in the finished job screen and then the [DETAIL] key.



A [FILE] tab
This tab is displayed only if the job is stored with the filing function. If the job is stored, you can retransmit the same images without scanning the originals. To retransmit, switch the screen to the [FAILED] tab or the [ALL DESTINATIONS] tab.

B [FAILED] tab
Among selected destinations for a broadcast transmission, the destination name, start time, and transmission status for error transmission are displayed. You can perform retransmission for the destinations for which a transmission error occurred by touching the [RETRY] key.

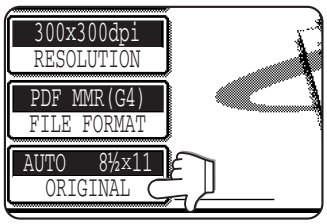
C [ALL DESTINATIONS] tab
The destination name, start time, and transmission status for all selected destinations for a broadcast transmission are displayed. You can perform retransmission for all the destinations by touching the [RETRY] key.

SCANNING AND TRANSMITTING A TWO-SIDED ORIGINAL (when using B/W scanner module/DSPF)

If a B/W scanner module/DSPF is installed, a two-sided original can be automatically scanned and transmitted using the automatic document feeder. Follow the steps below.

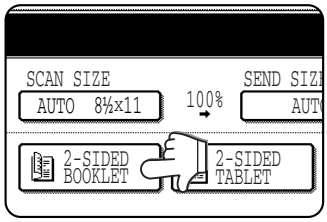
1 Make sure the machine is in scanner mode and then load the document in the automatic document feeder.

2 Touch the [ORIGINAL] key.



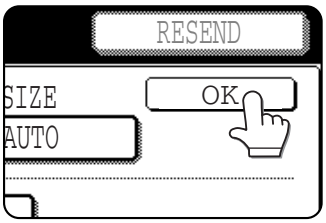
When you touch the [ORIGINAL] key, check the original size displayed in the key.

3 Touch the [2-SIDED BOOKLET] key or the [2-SIDED TABLET] key as appropriate for the original you loaded.



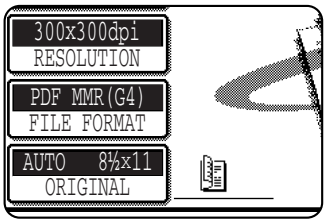
If necessary, touch the [SCAN SIZE] key and set the original size. (page 20)

4 Touch the [OK] key.



You will return to the initial screen.

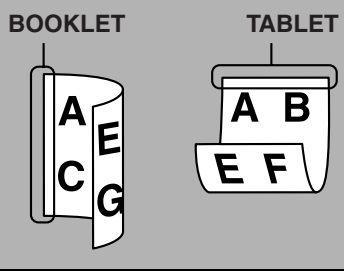
A two-sided original icon appears next to the [ORIGINAL] key.
(Example: The icon that appears when the [2-SIDED BOOKLET] key is touched.)



5 Continue from step 4 of "BASIC TRANSMISSION METHOD" (pages 12 to 15).

NOTES

- **Booklets and tablets**
  Two-sided originals that are bound at the side are booklets, and two-sided originals that are bound at the top are tablets.
- Two-sided scanning turns off after the document is stored in memory. Pressing the [CA] key will also cancel two-sided scanning.



SCANNING SETTINGS (ORIGINAL SIZE, EXPOSURE, RESOLUTION, AND FILE FORMAT)

When sending an image, you can adjust the original size, exposure, resolution, and file format settings as needed.

MANUALLY SETTING THE SCANNING SIZE

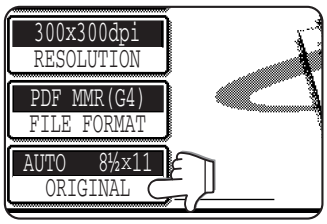
If you load an original that is not a standard size (such as an AB size), or if you wish to change the scanning size, touch the [ORIGINAL] key and set the original size manually.
Perform the following steps after loading the document in the automatic document feeder or on the document glass.

NOTE

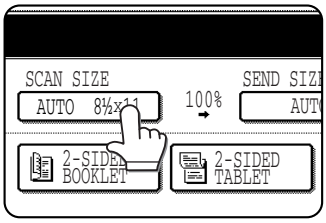
Standard sizes that can be detected are as follows:

11"x17", 8-1/2"x14", 8-1/2"x11", 8-1/2"x11"R, 5-1/2"x8-1/2" (A3, B4, A4, A4R, B5, B5R, A5)
If a non-standard size original is loaded (including special sizes), the closest standard size may be displayed, or the original size may not appear at all.

1 Touch the [ORIGINAL] key.



2 Touch the [SCAN SIZE] key.

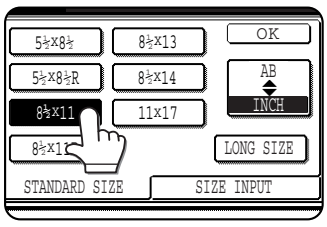


The sizes that can be selected are displayed.
*If a B/W scanner module/SPF is installed, the [2-SIDED] keys are not displayed.

NOTE

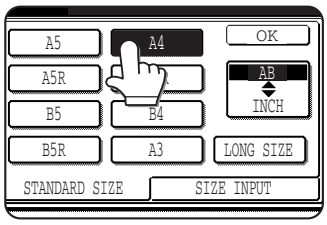
If you wish to rotate the original 90° when creating an image file, touch the "ROTATE THE IMAGE 90 DEGREES" checkbox (a checkmark should appear in the box). (only in the E-MAIL/FTP mode)

3 Touch the desired original size key.



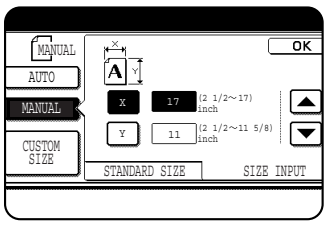
[AUTO] is no longer highlighted. [MANUAL] and the original size key you touched are highlighted.

If you wish to select an AB size, touch the [AB] key and then touch the desired original size key.



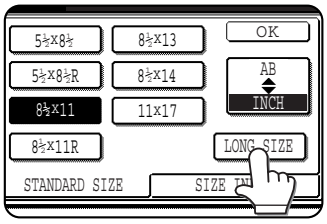
[AB] is highlighted and AB size keys are displayed.
To return to the inch palette, touch the [INCH] key once again.

If you wish to select a custom size, touch the [SIZE INPUT] key and enter the size of the original

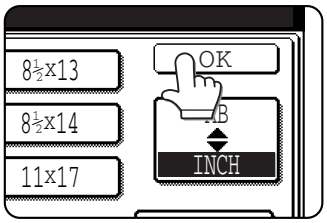


Touch the [X] key and use the ▲ or ▼ keys to set the length in the X direction, and then touch the [Y] key and do the same for the Y direction. The length can be within the range 2-1/2" to 17" (64 to 432 mm) in the X direction and 2-1/2" to 11-5/8" (64 to 297 mm) in the Y direction, set in increments of 1/8" (1 mm).

When using the automatic document feeder, a setting for originals longer than 17" (432 mm) (31-1/2" (800 mm) at the maximum) is available. In this case, touch the [LONG SIZE] key.

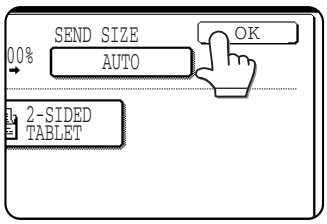


4 Touch the [OK] key.



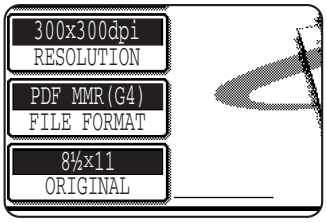
The specified original size is displayed as the scan size.

5 Touch the [OK] key.



You will return to the initial screen.

6 The selected size appears in the top half of the [ORIGINAL] key.



NOTE
You can return to automatic detection by pressing the [CA] key.

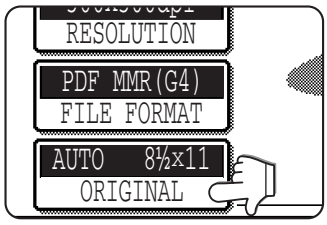
STORING, DELETING, AND USING ORIGINAL SIZES

Up to 9 special original sizes can be stored. Stored sizes can be easily called up and are not erased if the power is turned off. Storing a frequently used original size saves you the trouble of manually setting the size each time you fax that size of document.

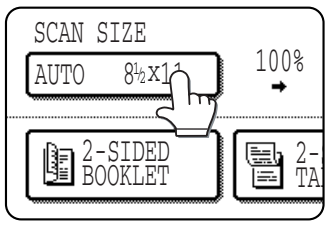
- To cancel an original size storing, using, or deleting operation, press the [CA] key or touch the [ORIGINAL] key on the screen.

■ Storing or deleting an original size

1 Touch the [ORIGINAL] key.

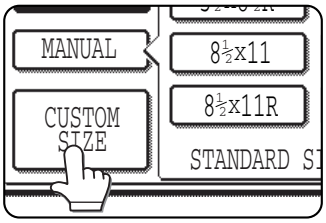


2 Touch the key under [SCAN SIZE].

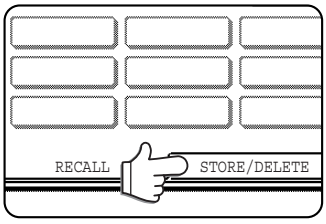


*If a B/W scanner module/SPF is installed, the [2-SIDED] keys are not displayed.

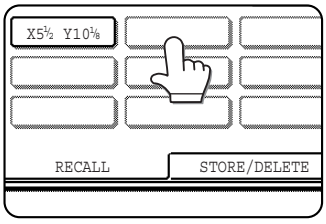
3 Touch the [CUSTOM SIZE] key.



4 Touch the [STORE/DELETE] key.



5 Touch the original size key ( ) that you wish to store or delete.

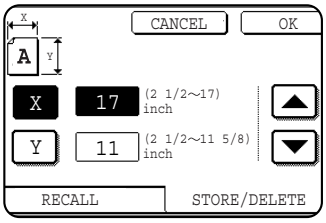


To store an original size, touch a key that does not show a size ( ). Keys that already have an original size stored will show the stored size (X5½ Y10⅜)

To delete or change a stored size, touch the key that shows the size that you wish to delete or change.

- If you are storing an original size, go to step 6.
- If you are deleting an original size, go to step 8.
- If you are changing an original size, go to step 8 and touch the [AMEND] key.

6 Enter the X (width) and Y (length) dimensions of the original with the ▲▼ keys.



X (width) is initially selected.
Enter X and then touch the ([Y]) key to enter Y. A width of 2-1/2" to 17" (64 to 432 mm) can be entered in X, and a length of 2-1/2" to 11-5/8" (64 to 297 mm) can be entered in Y.

7 Touch the outer [OK] key.

The original size entered in step 6 is stored in the key selected in step 5.
To exit, touch the [ORIGINAL] key.

8 When you touch a key that shows an original size in step 5, a message screen appears that contains the keys [CANCEL], [DELETE], and [AMEND].

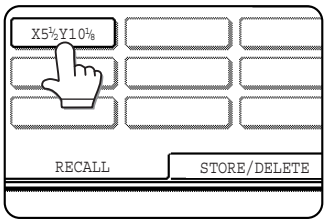
- To cancel the procedure, touch the [CANCEL] key.
- To delete the selected original size, touch the [DELETE] key.
- To change the original size stored in the key, touch the [AMEND] key. The screen of step 6 will appear to let you change the size.

9 To exit, touch the [ORIGINAL] key.

■ Using a stored original size

1 Follow steps 1 to 3 of "STORING OR DELETING AN ORIGINAL SIZE".

2 Touch the original size key that you wish to use.



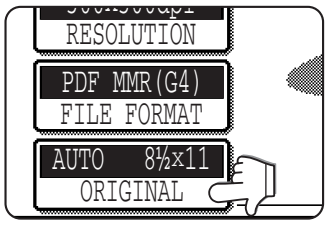
3 Touch the [OK] key.

The stored original size is called up.

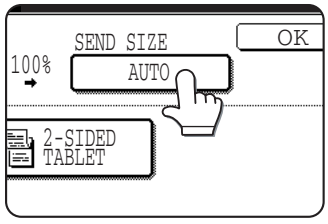
ENLARGEMENT TRANSMISSION

If the original size for scanning is not a long size or a non-standard size, you can enlarge a transmission by specifying the size that is to be sent.

1 Touch the [ORIGINAL] key.

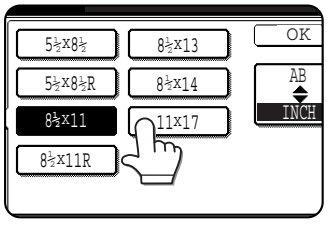


2 Touch the [SEND SIZE] key.



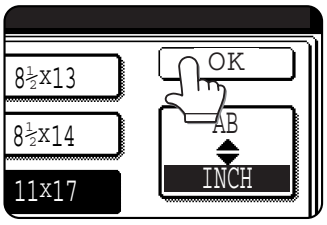
The sizes that can be selected as the send size are displayed.
*If a B/W scanner module/SPF is installed, the [2-SIDED] keys are not displayed.

3 Touch the desired send size key.



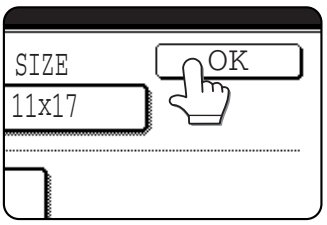
If you wish to select an AB size, touch the [AB] key and then touch the desired send size key.

4 Touch the [OK] key.



The specified size is displayed as the send size.

5 Touch the [OK] key.



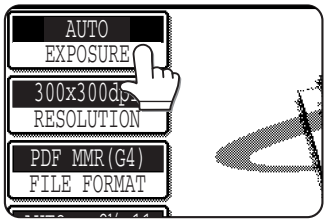
You will return to the initial screen.

SELECTING THE EXPOSURE

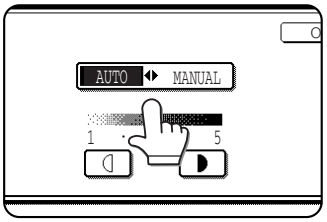
You can adjust the exposure manually to match the type of original. After loading the original in scanner mode, follow the steps below. The default setting for the exposure is "AUTO".

■ Change the exposure

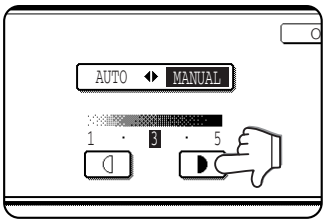
1 Touch the [EXPOSURE] key.



2 Select [AUTO] or [MANUAL].

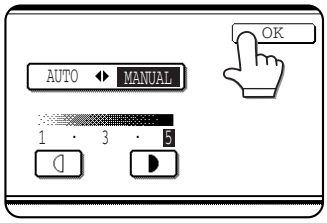


If you selected [AUTO], the exposure will be adjusted automatically.



If you selected [MANUAL], touch the ◑ or ◐ key to adjust the exposure. (For darker contrast, touch the ◑ key. For lighter contrast, touch the ◐ key.)

3 Touch the [OK] key.



You will return to the initial screen.

NOTES

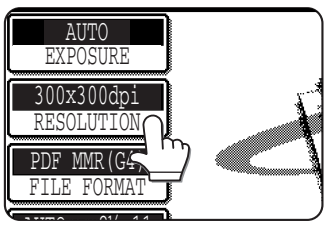
- The default value of exposure can be set using the key operator program, "Default exposure settings" (page 56).
- When using the automatic document feeder, the exposure setting cannot be changed once scanning has begun.

SELECTING THE RESOLUTION

The resolution for scanning an original can be selected. Load the original in scanner mode and then follow the steps below. The default setting for the resolution is "300x300dpi" (E-MAIL/FTP mode) or "STANDARD" (Internet-Fax mode).

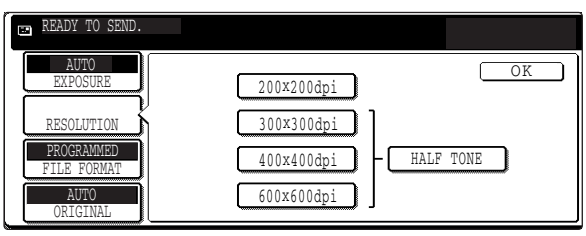
■ Change the resolution

1 Touch the [RESOLUTION] key.



2 Touch the desired resolution key.

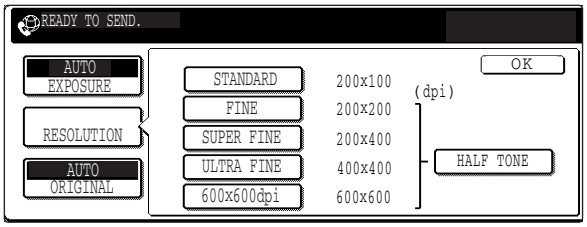
E-MAIL/FTP mode



Four selections are available for the resolution. Touch the desired resolution key depending on the original to be scanned.
The selected key is highlighted.

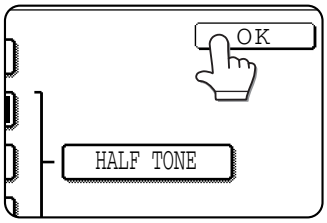
For resolution other than [200x200dpi], the [HALF TONE] key can be selected.

Internet-Fax mode



Five selections are available for the resolution. Touch the desired resolution key depending on the original to be scanned.
For resolutions other than [STANDARD], the [HALF TONE] key can be selected.

3 Touch the [OK] key.



You will return to the initial screen.

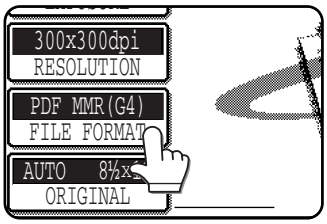
NOTES

- The initial factory resolution setting is 300x300dpi (E-MAIL/FTP mode) or Standard (Internet-Fax mode). If desired, you can change the initial setting to a different setting using the key operator program, "Initial resolution setting" (page 55).
- When using the automatic document feeder, the resolution setting cannot be changed once scanning has begun.

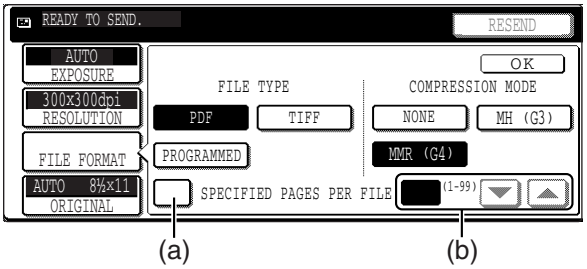
SELECTING THE FILE FORMAT

When you send an image to one or more recipients using Scan to E-mail or Scan to FTP, the [FILE FORMAT] key enables you to temporarily override the individual file format settings (FILE TYPE / COMPRESSION MODE) stored for each recipient and send the image to all of the recipients using a single file format setting.
"PDF MMR (G4)" is initially selected.

1 Touch the [FILE FORMAT] key.



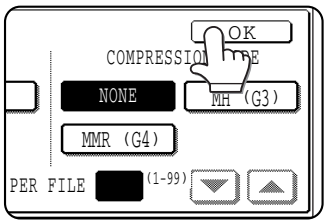
2 Select the file type and the compression mode.



(a) When the "SPECIFIED PAGES PER FILE" checkbox is not selected, all scanned pages are combined into a single file. When the checkbox is selected, one file is created per page from pages specified with.

(b) Touch the ▲ or ▼ key to set the number of pages from which a file is created.

3 Touch the [OK] key.



You will return to the initial screen.

NOTES

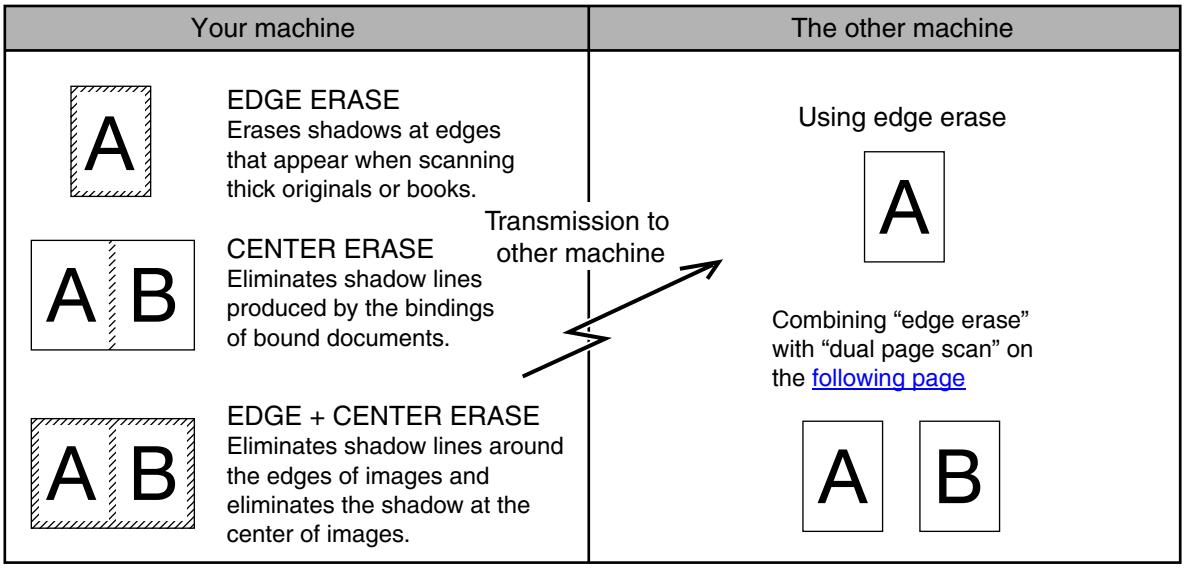
- The initial file format setting can be changed with the key operator program "Initial file format setting" (page 56).
- Even if you change the settings in the FILE FORMAT setting screen, you can return to the settings stored for each recipient by selecting "PROGRAMMED" once again. The [PROGRAMMED] key returns the file type to the stored file format settings.
- When you perform a broadcast transmission, the compression mode selected in the key operator program, "Compression mode at broadcasting" (page 56), has precedence over the others.

SPECIAL FUNCTIONS

You can use various functions for scanning and transmitting images. Set these functions as needed.

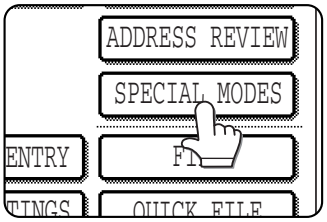
ERASING EDGE SHADOWS (ERASE)

The erase function is used to erase the shadow lines on images produced when scanning thick originals or books. The erase modes that can be selected are shown below. The erase width is approximately 1/2" (10 mm) in its initial setting.


Your machine
The other machine
A
EDGE ERASE
Erases shadows at edges that appear when scanning thick originals or books.
A B
CENTER ERASE
Eliminates shadow lines produced by the bindings of bound documents.
A B
EDGE + CENTER ERASE
Eliminates shadow lines around the edges of images and eliminates the shadow at the center of images.
Transmission to other machine
Using edge erase
A
Combining “edge erase” with “dual page scan” on the following page
A B

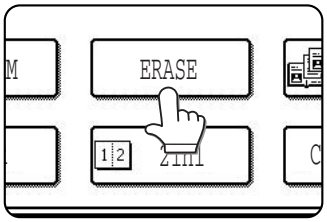
■ USING ERASE

1 In scanner mode, touch the [SPECIAL MODES] key.

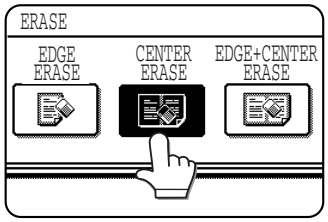


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 11).

2 Touch the [ERASE] key.

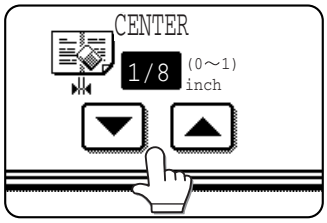


3 Select the desired erase mode.



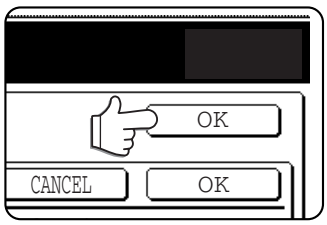
Select one of the three erase modes. The selected key will be highlighted.

4 If desired, set the width of the edge to be erased (touch the ▼ key or the ▲ key to set the width).



The erase width can be set from 0" (0 mm) to 1" (20 mm) in 1/8" (1 mm) increments.

5 Touch the outer [OK] key.



You will return to the screen of step 1 and an erase icon will appear next to the [EXPOSURE] key.
To cancel erase, touch the [CANCEL] key.

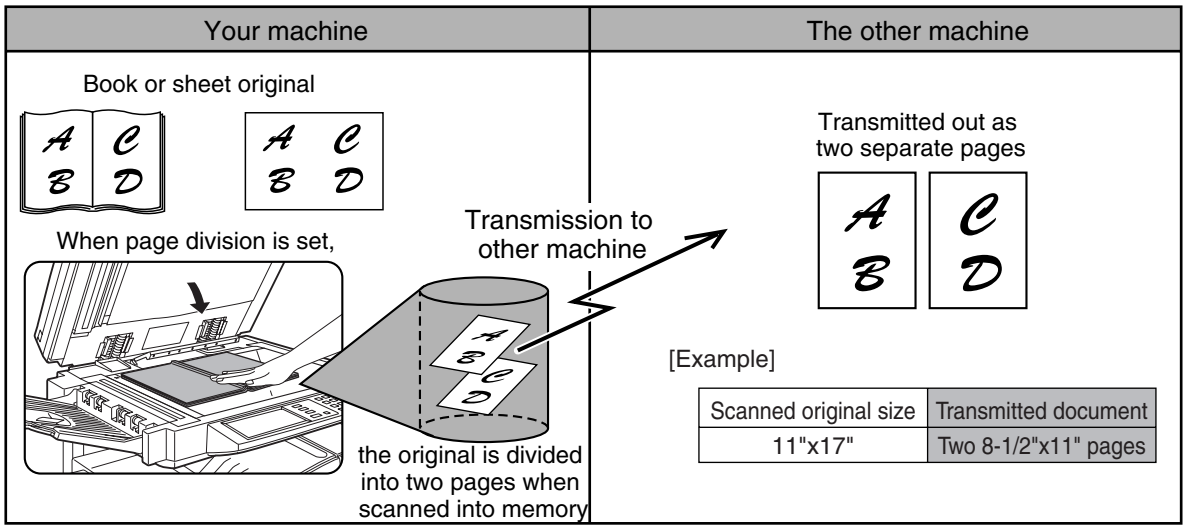
6 Send the image as explained in "BASIC TRANSMISSION METHOD" (pages 12 to 15).

NOTE

To cancel the erase function, touch the [CANCEL] key on the erase setting screen. (step 4)

TRANSMITTING A DIVIDED ORIGINAL (DUAL PAGE SCAN)

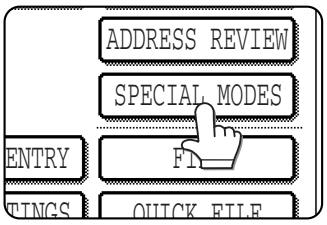
When an open book is scanned and transmitted, you can use this function to divide the two open pages of the book into two separate pages.
This function can only be used when the original is scanned using the document glass.



■ Selecting Dual Page Scan

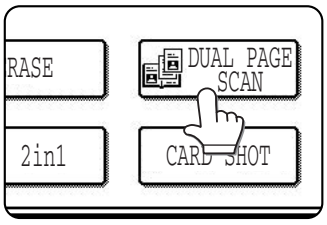
Follow the steps below and then send the image.

1 In scanner mode, touch the [SPECIAL MODES] key.



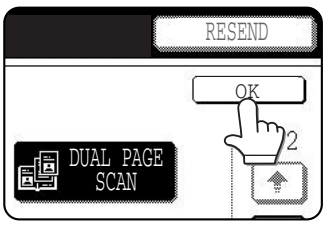
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 11).

2 Touch the [DUAL PAGE SCAN] key.



The [DUAL PAGE SCAN] key is highlighted.
To cancel the selection, touch the key once again so that it is not highlighted.

3 Touch the [OK] key.



You will return to the screen of step 1.

4 Place the original on the document glass, and perform the transmission operation.

If you have more originals to scan after pressing the [START] key and scanning the first original, change originals and repeat scanning until all originals have been scanned. When finished, press the [READ-END] key that appears in the message display. (See step 23 - 25 of "Using the document glass" on page 15.)

NOTE

To cancel Dual Page Scan...

Press the [CA] key.

AUTOMATIC TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION)

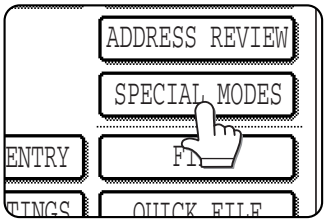
This feature enables you to set up a transmission to be performed automatically at a specified time up to a week in advance. A combined total of 97 timer transmission and memory transmission jobs can be stored.

NOTES

- To perform a timer transmission, the document must be scanned into memory. It is not possible to leave the document in the auto document feeder or on the document glass and have it scanned at the specified time of transmission.
- To set the date and time in the machine, refer to page 2-13 of "Operation manual (for general information and copier operation))".
- After a timer transmission is performed, the information (image, destination, etc.) is automatically cleared from memory. (However, when the document filing function is used, the scanned document image is stored in the machine's hard disk. For information on managing stored images, see "Document filing functions" in chapter 7 of the "Operation manual (for general information and copier operation)".)

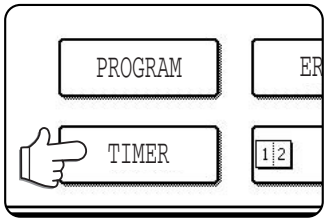
■ SETTING UP A TIMER TRANSMISSION

1 In scanner mode, touch the [SPECIAL MODES] key.



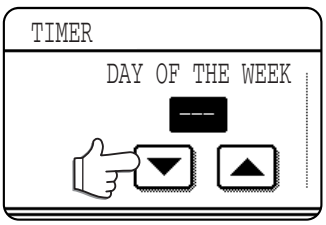
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 11).

2 Touch the [TIMER] key.



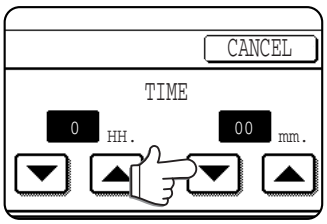
The timer transmission screen appears.

3 Select the day of the week. (Touch the ▲ key or the ▼ key until the desired day is selected.)



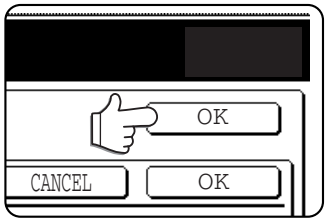
The initial setting is "---" (no selection). If you select this setting, the transmission will be performed as soon as the specified time arrives.

4 Select the time. (Touch the ▲ key or the ▼ key until the desired time appears.)



Select the time in 24-hour format.
Example:
11:00 P.M. → 23:00

5 Touch the outer [OK] key.



You will return to the screen of step 1 and a timer transmission icon will appear next to the [EXPOSURE] key.
To cancel timer, touch the [CANCEL] key.

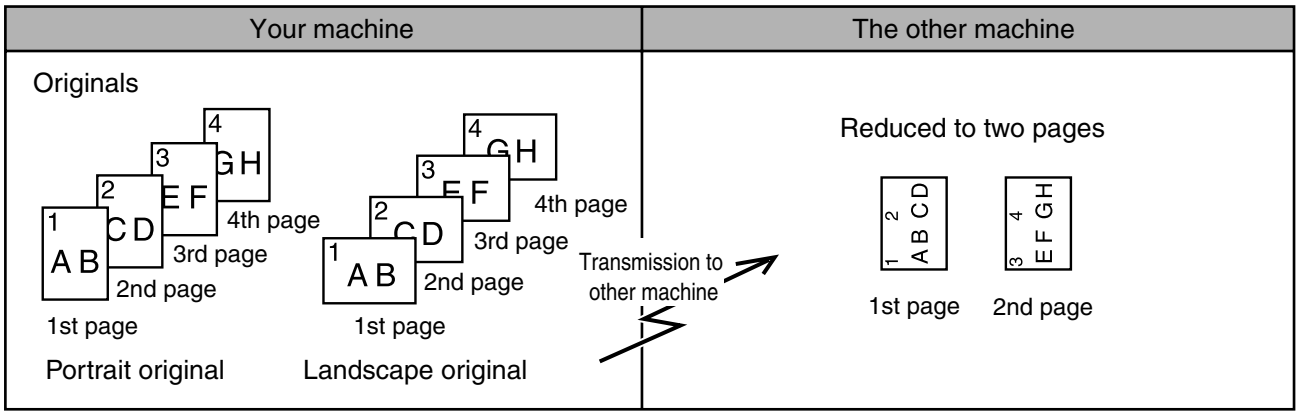
6 Scan the image as explained in "BASIC TRANSMISSION METHOD" (pages 12 to 15).

NOTES

- Other operations can be performed after a timer transmission is set up. If another operation is in progress when the specified time arrives, the timer transmission will begin when the job in progress is completed.
- If a timer transmission job is given priority in the job status screen (See "PRIORITY TRANSMISSION OF A STORED JOB" on page 34.), the time setting will be canceled and the job performed as soon as the current job is completed.

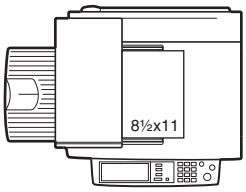
TRANSMITTING TWO ORIGINAL PAGES AS A SINGLE PAGE (2IN1)

This function allows you to reduce the size of original pages by one half to fit two pages evenly on one page when transmitting.

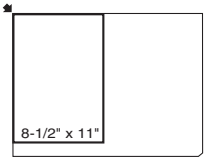


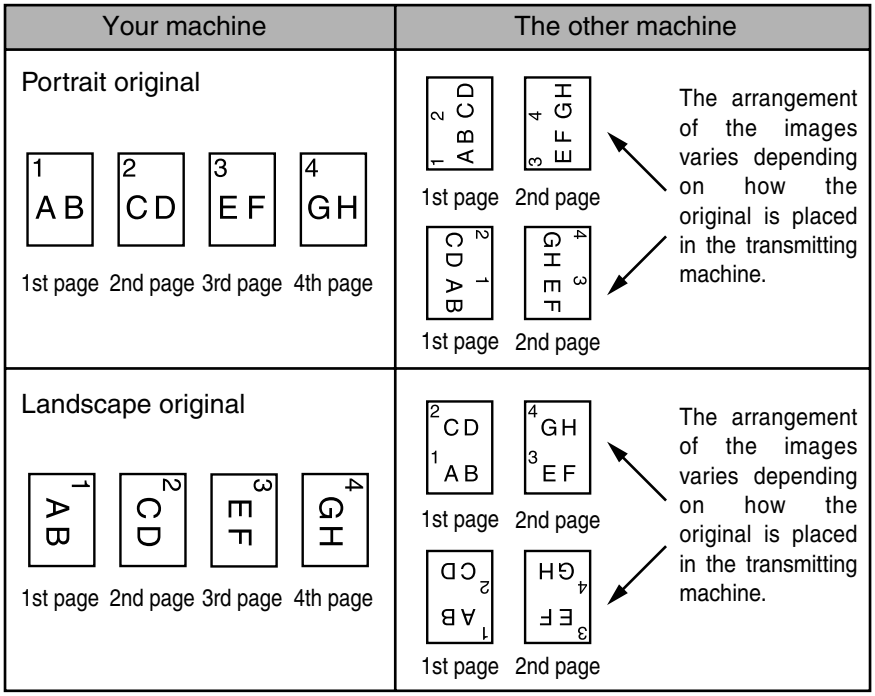
11" x 17", 8-1/2" x 14", and 8-1/2 "x 13" (A3 and B4) sizes cannot be transmitted when using the 2 in 1 function. 8-1/2" x 11" (A4) and smaller sizes can be used. There are restrictions on how the originals are placed. Both portrait and landscape oriented originals should be placed vertically as shown below.

USING THE AUTOMATIC DOCUMENT FEEDER



USING THE DOCUMENT GLASS



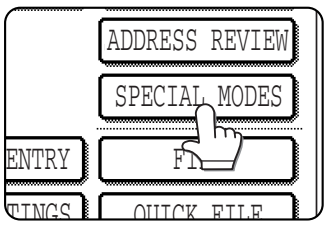

Your machine
The other machine
Portrait original
1 A B
2 C D
3 E F
4 G H
1st page 2nd page 3rd page 4th page
1st page 2nd page
The arrangement of the images varies depending on how the original is placed in the transmitting machine.
Landscape original
1st page 2nd page 3rd page 4th page
1st page 2nd page
The arrangement of the images varies depending on how the original is placed in the transmitting machine.

Place the original vertically ▯. If placed horizontally ▭, an alarm will appear.

NOTE
If a part of original images is not contained in the transmitted paper size, transmission cannot be executed.

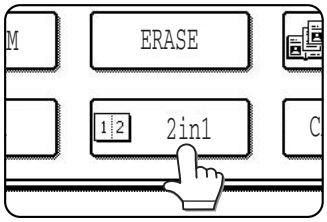
■ USING 2IN1

1 In scanner mode, touch the [SPECIAL MODES] key.



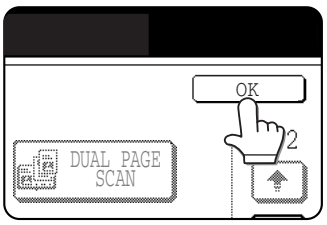
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 11).

2 Touch the [2in1] key.



The [2in1] key is highlighted.
To cancel the selection, touch the key once again so that it is not highlighted.

3 **Touch the [OK] key.**



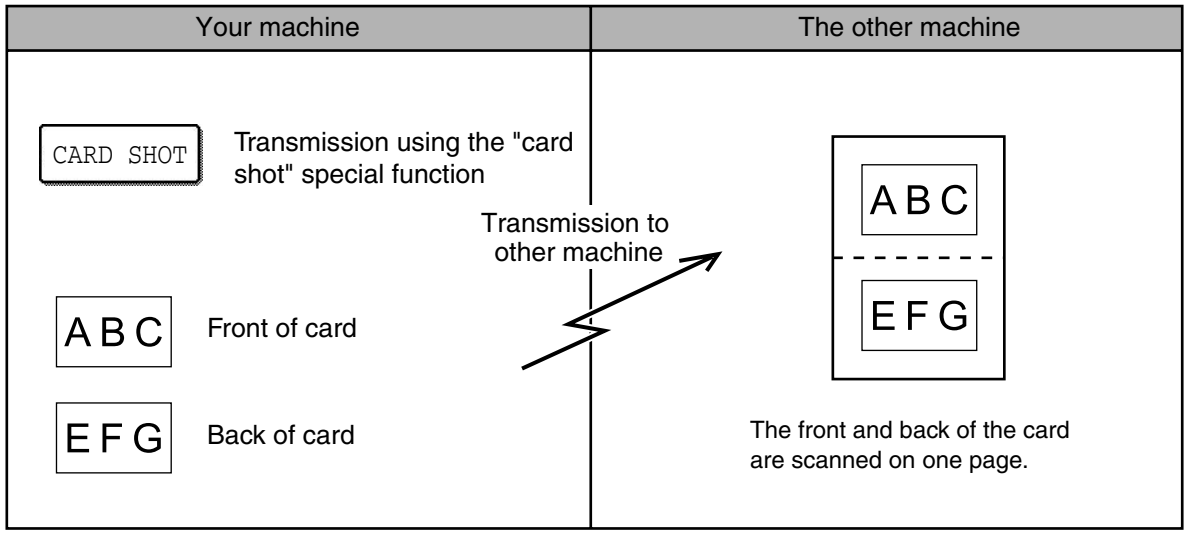
You will return to the screen of step 1.

4 **Send the image as explained in "BASIC TRANSMISSION METHOD" (pages 12 to 15).**

NOTE
To cancel 2in1...
Press the [CA] key.

TRANSMITTING THE FRONT AND BACK SIDES OF A CARD ON ONE SHEET OF PAPER (CARD SHOT)

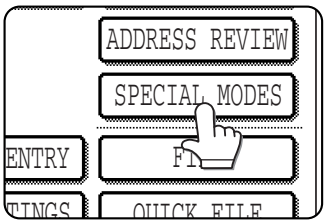
When scanning a card, this function allows you to combine the front and back sides on a single sheet of paper. To use this function, the original must be scanned on the document glass.


Your machine
The other machine
CARD SHOT
Transmission using the "card shot" special function
Transmission to other machine
A B C
Front of card
E F G
Back of card
A B C
E F G
The front and back of the card are scanned on one page.

NOTE
A ratio cannot be specified and the image cannot be rotated when using this function. If a part of original images is not contained in the transmitted paper size, transmission cannot be executed. If the calculated ratio for the [FIT TO SEND SIZE] function exceeds 400%, the actual enlargement ratio becomes 400%.

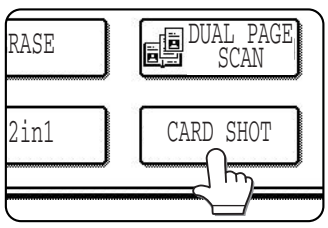
■ USING CARD SHOT

1 **In scanner mode, touch the [SPECIAL MODES] key.**



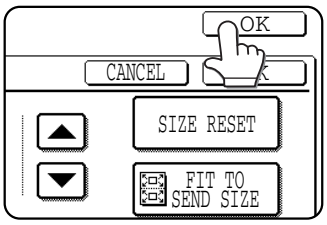
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 11).

2 **Touch the [CARD SHOT] key.**



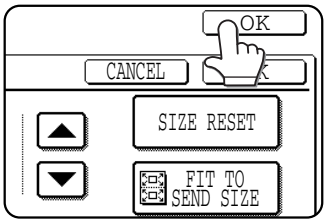
The card shot screen appears.

3 **Enter the X dimension (width) and Y dimension (length) of the original with the ▲▼ keys.**



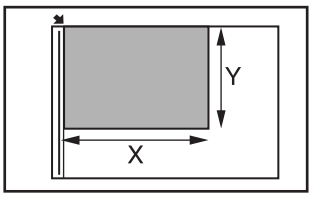
- ●X (width) is initially selected. Enter X and then touch the Y ([Y]) key to enter Y.
- ●To return the X and Y values to the initial settings configured in the key operator programs, touch the [SIZE RESET] key. (key operator's guide "CARD SHOT SETTINGS" on page 15)
- ●To have the image enlarged or reduced by a suitable ratio based on the entered original size and the send size so that the front and back sides fit into the transmitted paper size , touch the [FIT TO SEND SIZE] key.
- ●To cancel the card shot function, touch the [CANCEL] key.

4 **Touch the outer [OK] key.**



You will return to the screen of step 1 and a card shot icon will appear next to the [EXPOSURE] key.

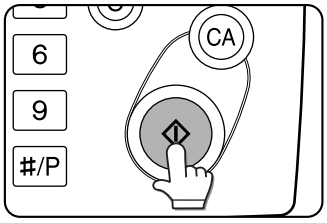
5 **Place the original on the document glass.**



Place the front side of the original face down and close the document cover.

6 **Follow steps 4 through 22 of "BASIC TRANSMISSION METHOD" (pages 12 to 14).**

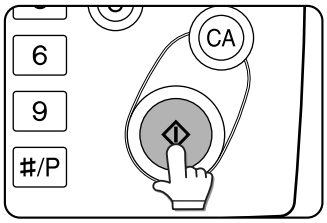
7 **Press the [START] key.**



The front side of the card is scanned.

8 **Place the back side of the original face down on the document glass. (see step 5)**

9 **Press the [START] key.**



The back side of the card is scanned.

10 **Touch the [READ-END] key.**

A beep will sound to inform you that the transmission was stored.

NOTE

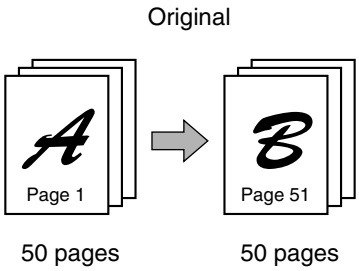
To cancel card shot...

Press the [CA] key.

TRANSMITTING A LARGE NUMBER OF PAGES (JOB BUILD)

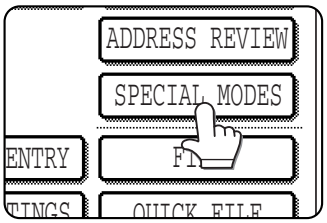
When you need to scan more pages than can be loaded in the automatic document feeder at once, use this function to scan the pages in sets. The maximum number of pages that can be loaded in the automatic document feeder is 50.

Example: Scanning 100 8-1/2" x 11" (A4) size pages



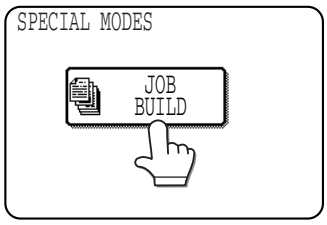
* Divide the original pages into sets of 50 pages or less, and scan the sets in order beginning from the set with the first page (first A then B in the above example).

1 In scanner mode, touch the [SPECIAL MODES] key and then touch the ▶ key.



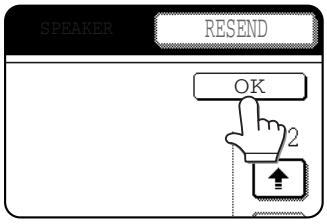
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 11).

2 Touch the [JOB BUILD] key.



The [JOB BUILD] key is highlighted.
To cancel the selection, touch the key once again so that it is not highlighted.

3 Touch the [OK] key.

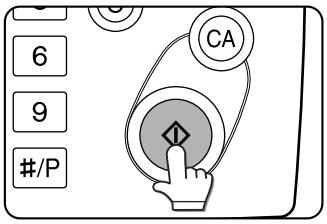


You will return to the screen of step 1.

4 Place the original in the automatic document feeder.

5 Follow steps 4 through 22 of "BASIC TRANSMISSION METHOD" (pages 12 to 14).

6 Press the [START] key.



The pages are scanned. When scanning is finished, the [READ-END] key appears in the touch panel.

7 Place the next set of pages in the automatic document feeder.

8 Press the [START] key. (See step 6.)

9 Repeat steps 7 and 8 until all pages have been scanned, and then touch the [READ-END] key.

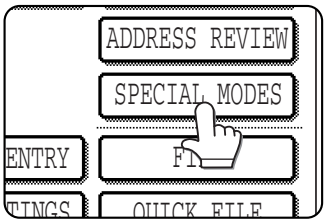
PRINTING A TRANSACTION REPORT (TRANSACTION REPORT)

When performing Internet-Fax transmission, you can use this function to print a transaction report under conditions different from those of the relevant key operator program.
If you use this function, you can print a transaction report under your desired conditions only for the current transmission job.

NOTES

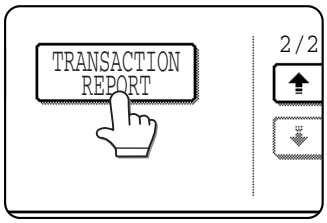
- The settings for this function are common to those of the transaction report function included in the special functions in the fax mode. If the settings are changed in the fax mode, the settings in the Internet-Fax mode are also changed accordingly.

1 In scanner mode, touch the [SPECIAL MODES] key and then touch the ⊡ key.

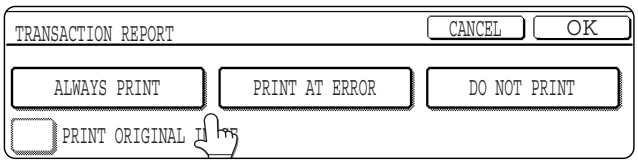


If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 11).

2 Touch the [TRANSACTION REPORT] key.



3 Select the desired print conditions.



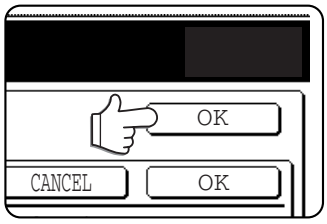
4 Touch the checkbox of [PRINT ORIGINAL IMAGE] to display a checkmark if needed.

If the checkmark is displayed, a transaction report including the transmitted original will be printed.

NOTE

If [DO NOT PRINT] is selected, this item is grayed out.

5 Touch the outer [OK] key.



To cancel the transaction report setting, touch the [CANCEL] key.

6 Scan the image as explained in "BASIC TRANSMISSION METHOD" (pages 12 to 15).

PROGRAMMING FREQUENTLY USED OPERATIONS (PROGRAM)

This function allows you to store the steps of an operation, including the destination and scanning settings, into a program. When you want to send a document to that destination, you can simply call up the program and the steps will be performed automatically. This function is convenient when you frequently send documents, such as a daily report, to the same destination. Up to eight programs can be stored.
Programs can be stored using the custom settings, and a name up to 18 characters long can be assigned.
For information on storing, editing, and deleting programs, refer to pages 47 and 48.
The following settings can be stored in a program:

- Destination address
- Resolution and exposure
- Erase
- Dual Page Scan
- 2in1
- Card shot

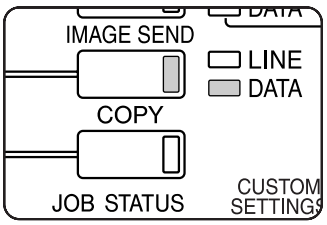
Only one-touch and group keys can be used to store the destination addresses. An address cannot be entered manually. When storing a broadcast transmission in a program, up to 500 destination address can be stored.

NOTES

- A program differs from a timer transmission (page 27) in that it is not cleared from memory after transmission takes place. A program thus allows you to repeatedly perform the same type of transmission. Note, however, that programs do not allow you to establish a timer setting for transmission.
- Internet-Fax reception operations cannot be stored in a program.

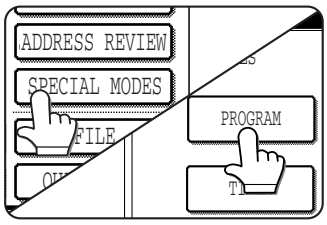
■ USING A PROGRAM

1 In scanner mode, load the document.



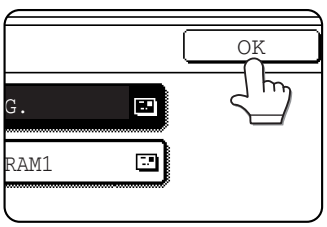
If you are going to use Dual Page Scan (page 26) and card shot (page 29), place the document on the document glass.

2 Touch the [SPECIAL MODES] key and then the [PROGRAM] key.



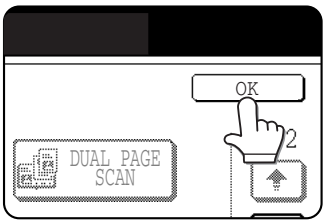
If the address book screen appears, touch the [CONDITION SETTINGS] key to display the condition settings screen (page 11).

3 Touch the program key you wish to execute. Make sure the key is highlighted and then touch the [OK] key.



The program key you touched is selected and you return to the screen of step 2.
The [PROGRAM] key is highlighted.

4 Touch the [OK] key.



You will return to the initial screen.

5 If needed, set the original size and other settings, and then press the [START] key.

Transmission takes place according to the program.

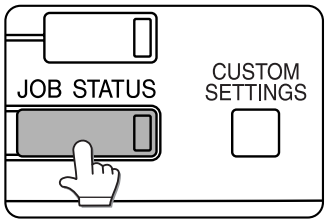
NOTE

Select functions that cannot be stored in a program before you press the [START] key in step 5. These functions include specifying the original size (See "MANUALLY SETTING THE SCANNING SIZE" on page 20.), two-sided scanning (See "SCANNING AND TRANSMITTING A TWO-SIDED ORIGINAL (when using B/W scanner module/DSPF)" on page 19.), and timer transmission. (See "TIMER TRANSMISSION" on page 27.)

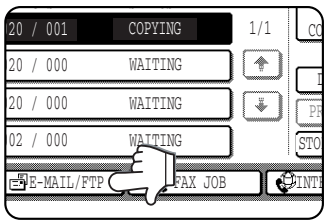
PRIORITY TRANSMISSION OF A STORED JOB

If you have an urgent transmission job and multiple transmission jobs have already been stored, you can give priority to the urgent job so that it will be transmitted immediately after the job currently being executed. This is done from the job status screen. For details on using the job status screen, refer to page 1-14 of Operation manual (for general information and copier operation).

1 Press the [JOB STATUS] key.



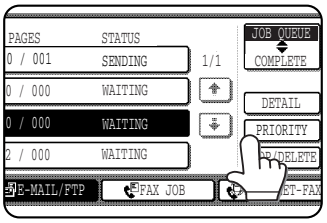
2 Touch the mode key ([E-MAIL/FTP] or [INTERNET-FAX]).



3 Touch the key of the job to which you wish to give priority.

The touched key is highlighted.

4 Touch the [PRIORITY] key.



The selected job moves up to the next position after the job currently being executed.
When the current job is completed, execution begins of the job selected in step 3.

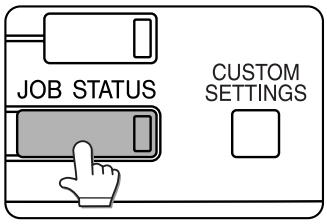
NOTE

If the job in progress is a broadcast transmission job, the priority job will temporarily interrupt the job after the transmission currently in progress is finished. When the priority job is finished, the broadcast transmission will resume. However, if the priority job is also a broadcast transmission, the job is begun after the current broadcast job is completed.

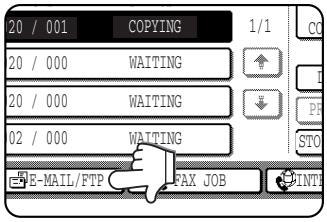
CANCELING AN E-MAIL/FTP TRANSMISSION

You can cancel a transmission job that is in progress or that has been stored. Cancelation is done from the scanner job status screen for the mode in which you stored tramsmission.

1 Press the [JOB STATUS] key.



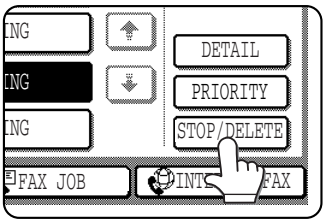
2 Touch the mode key ([E-MAIL/FTP] or [INTERNET-FAX]).



3 Touch the job key of the transmission job you wish to cancel.

The touched key is highlighted.

4 Touch the [STOP/DELETE] key.



A message appears to confirm the cancelation. Touch the [YES] key to delete the selected job key and cancel the transmission.

NOTE

If you do not wish to cancel the transmission, touch the [NO] key.

INTERNET FAX RECEPTION

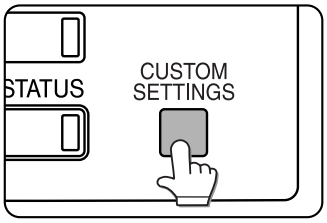
This function is available only if the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.

For reception of Internet-Fax data, this machine connects automatically to the mail (POP3) server at specified intervals* to check to see if new Internet-Fax data has been received. If new data has been received, this machine reads and prints it. However, you can manually check and print new Internet-Fax data immediately using the following procedure.

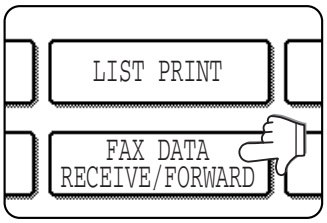
* The setting is normally 5 minutes. This time can be adjusted using the key operator program, "Reception check interval setting" (page 59).

■ Internet-Fax manual reception

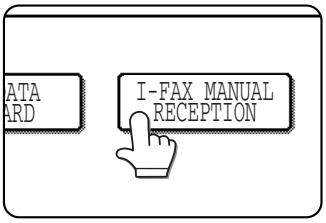
1 Press the [CUSTOM SETTINGS] key.



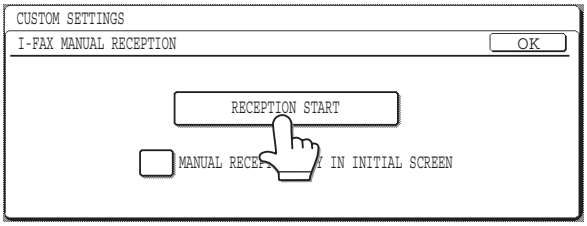
2 Touch the [FAX DATA RECEIVE/ FORWARD] key.



3 Touch the [I-FAX MANUAL RECEPTION] key.



4 Touch the [RECEPTION START] key.



The machine connects to the mail server to check to see if new Internet-Fax data has been received. If new data has been received, this machine reads and prints it.

If you touch the checkbox of [MANUAL RECEPTION KEY IN INITIAL SCREEN] to display the checkmark, the [I-FAX MANUAL RECEPTION] key that has the same function as the [RECEPTION START] key above will be displayed in the CONDITION SETTING screen in the INTERNET-FAX mode.

5 Touch the [OK] key to return to the custom settings menu screen.

6 Touch the [EXIT] key to return to the initial screen.

TRANSFERRING RECEIVED INTERNET-FAXES TO ANOTHER MACHINE WHEN PRINTING IS NOT POSSIBLE (FORWARDING FUNCTION)

This function is available only if the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.

When printing is not possible because of a paper, toner, or other problem, you can transfer received Internet-Faxes to another Internet-Fax machine if that machine has been appropriately programmed in your machine. This function can be conveniently used in an office or other workplace where there is another Internet-Fax machine. When an Internet-Fax has been received to memory, the DATA light to the right of the IMAGE SEND key blinks.

NOTES

- When the transfer instruction is issued, all data that has been received in memory to that point is transferred. The page that was being printed when the problem occurred and all following pages will be transferred.
- Data cannot be selected for transfer.
- The result of transfer is indicated on an activity report. (See "Activity report print select setting" on page 57 and "PRINTING OUT SETTNGS on page 61.)

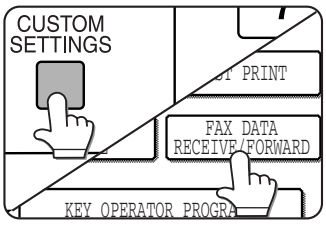
USING THE TRANSFER FUNCTION

■ Program the e-mail address of the transfer destination

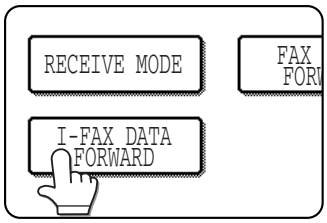
Use the key operator program to program the e-mail address of the transfer destination. (See "Set address for data forwarding" (page 60). Only one address can be programmed. The transfer function cannot be used unless an e-mail address is programmed.

■ Transferring received data

1 Press the [CUSTOM SETTING] key and then touch the [FAX DATA RECEIVE/FORWARD] key.

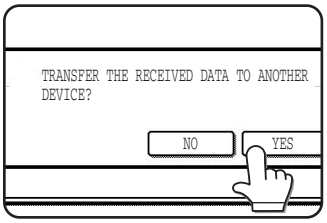


2 Touch the [I-FAX DATA FORWARD] key.



If there is no data to transfer or a transfer address has not been programmed (See "Set address for data forwarding" on page 60.), a message will appear and transfer will not be possible.

3 Touch the [YES] key.



The machine automatically begins transfer.

If you do not wish to transfer the data, touch the [NO] key.

NOTES

- To cancel transfer
  Press the [JOB STATUS] key, and then cancel the transfer in the same way as a transmission. (See "CANCELING AN E-MAIL/FTP TRANSMISSION" on page 35.)
  The data that was going to be transferred will return to print standby status in your machine.
- If the transfer is not possible because a transmission error occurs, the data returns to print standby status in your machine.

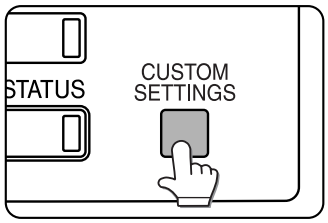
STORING, EDITING, AND DELETING FROM THE TOUCH PANEL

One-touch and group keys for Scan to E-mail and Internet-Fax, group indexes, and senders can also be stored, edited and deleted from the touch panel of the machine.

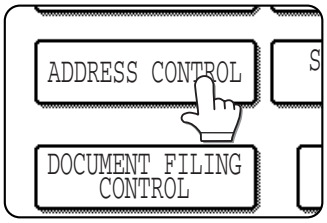
STORING ONE-TOUCH KEYS (only addresses for Scan to E-mail and Internet-Fax)

The touch panel of the machine can also be used to store destinations for Scan to E-mail and Internet-Fax. (Scan to FTP destinations must be stored using the Web page (page 5), and Scan to Desktop destinations must be stored using Network Scanner Tool (page 5).)

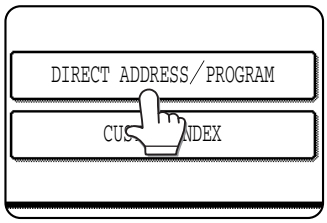
1 Press the [CUSTOM SETTINGS] key.



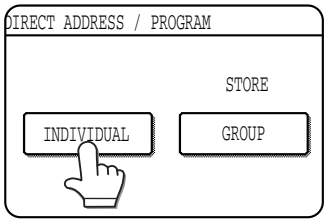
2 Touch the [ADDRESS CONTROL] key.



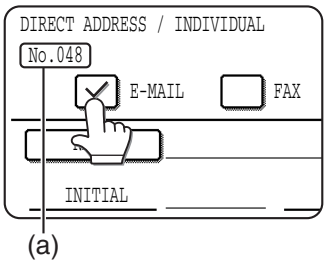
3 Touch the [DIRECT ADDRESS/PROGRAM] key.



4 Touch the [INDIVIDUAL] key.

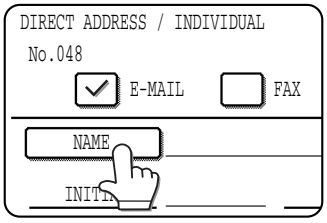


5 Click the checkbox of the transmission method to be used so that a checkmark appears. (Example: Scan to E-mail)



(a) The lowest number (No.048) from 001 to 999*1 (500*2) that has not been stored appears automatically. This number is used for entering an address with the (Quick) key.

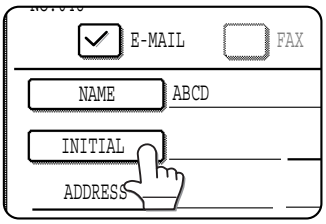
6 Touch the [NAME] key.



When [NAME] is touched, the letter-entry screen appears. Enter up to 36 characters for the name.

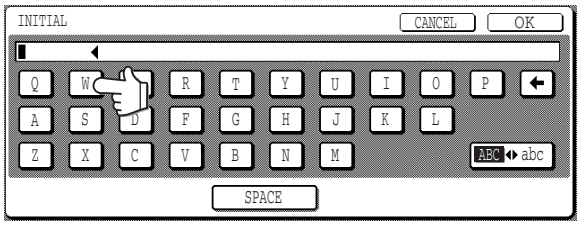
For information on entering characters, see Chapter 7 of the Operation Manual (for general information and copier operation).

7 Touch the [INITIAL] key.



*1 If the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.
*2 If the document filing functions are not expanded.

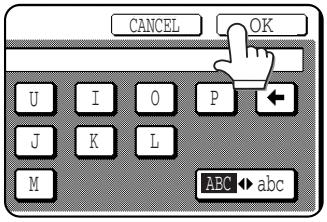
8 Touch a letter key.



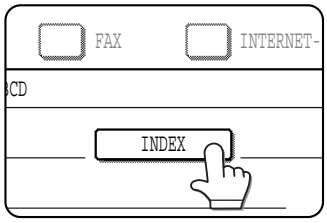
Up to 10 search characters can be entered. If you make a mistake, touch the ← key to delete the mistake and then enter the correct character.

NOTE
The initial you enter here determines the position of the one-touch key in the ABC index. For information on the ABC index, refer to page 10.

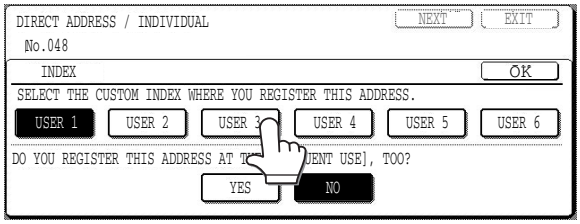
9 Touch the [OK] key.



10 Touch the [INDEX] key.



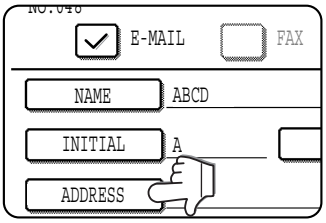
11 Touch an index key.



- Select one of the upper row of keys ([USER 1] through [USER 6]) to determine the location of the one-touch key when the GROUP index is displayed instead of the ABC index (refer to page 10).
- The lower keys are for selecting whether to include the one-touch key in the [FREQUENT USE] index.

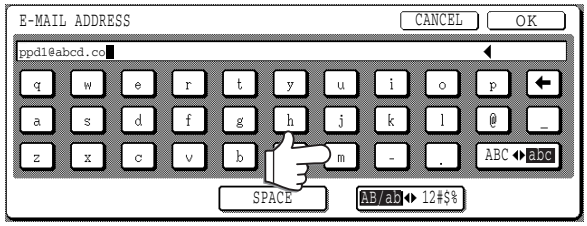
12 Touch the [OK] key.

13 Touch the [ADDRESS] key.



The E-mail address entry screen appears.

14 Enter the e-mail address of the destination.



Up to 64 characters can be entered.
If you make a mistake, touch the ← key to move the cursor (▮) back one space and then enter the correct character.

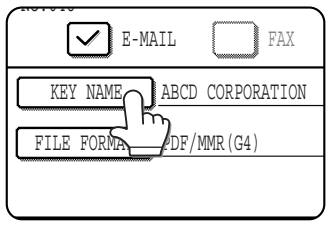
15 Touch the [OK] key.

You will return to the one-touch key programming screen.
REGISTRATION IS COMPLETED will appear highlighted to the right of "No.".

NOTE
The "ADDRESS" line only shows 32 digits, regardless of how many were digits actually programmed.

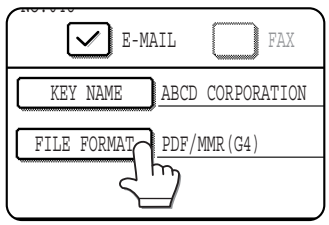
16 Check the key name.

The characters appearing next to the [KEY NAME] key will be displayed in the key. Only the first 18 characters of the name entered in step 6 will be displayed.
If you need to change the name that will be displayed in the key, touch the [KEY NAME] key.



If you do not wish to change the name, this step is not necessary.

17 Check the file format and the compression mode.

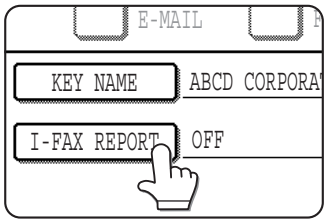


If you need to change these settings,touch the [FILE FORMAT] key.
If you do not need to change the settings, this step is not necessary.

Settings for Scan to E-mail
File type: PDF*/TIFF
Compression mode: NONE/MH(G3)/MMR(G4)*

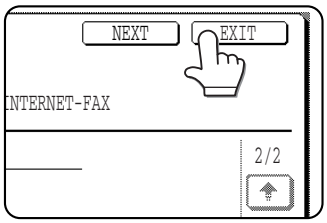
Settings for Internet-Fax
Compression mode: MH(G3)*/MMR(G4)
The default setting is indicated by an asterisk (*).
When you have completed the settings, touch the [OK] key.

18 For Internet-Fax, check the Internet-Fax report setting.



To change the setting, touch the [I-FAX REPORT] key.
(To use the default setting, this operation is not required.)

19 When you have finished programming the one-touch key, touch the [EXIT] key.
If you wish to program another one-touch key, touch the [NEXT] key.



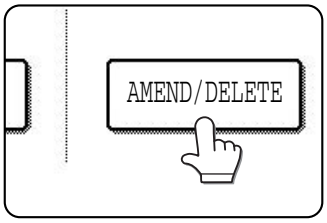
Touching the [EXIT] key returns you to the screen of step 4 on page 38.

EDITING AND DELETING ONE-TOUCH KEYS

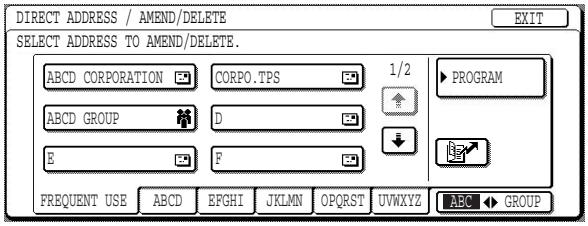
If you wish to delete a one-touch key or change the E-mail address, name, or other information programmed in a one-touch key, perform the following procedure.

1 Press the [CUSTOM SETTINGS] key, touch the [ADDRESS CONTROL] key, and then touch the [DIRECT ADDRESS/PROGRAM] key (refer to steps 1 to 3 on page 38).

2 Touch the [AMEND/DELETE] key.



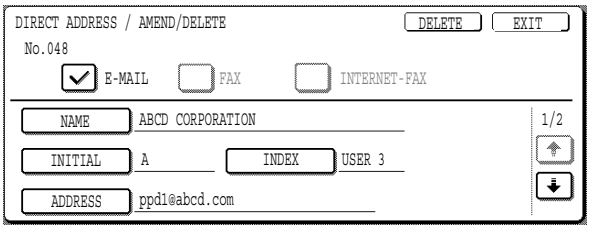
3 Touch the one-touch key you wish to edit or delete.



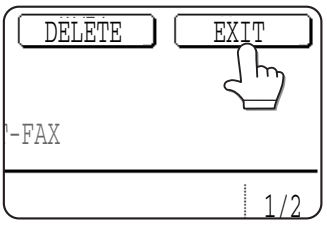
- **To edit a one-touch key, follow steps 4 and 5.**
- **To delete a one-touch key, follow steps 6 and 7.**
- **When you have finished editing or deleting, touch the [EXIT] key.**

NOTE
If the assigned three-digit number (see page 38, step 5) is known, you can touch the (Quick) key and enter the three-digit number using the numeric keys to select the desired one-touch key to edit or delete.

4 Touch the key corresponding to the information you wish to change (change the information in the same way as you stored the information on pages 38 to 40).



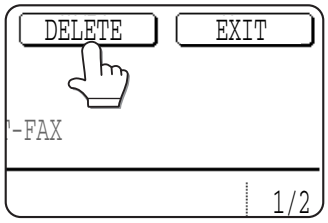
5 Make sure that your changes are correct, and then touch the [EXIT] key.



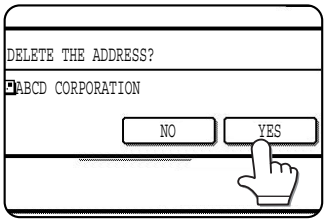
If you wish to change another one-touch key, repeat steps 3 through 5.

The following steps are for deleting a one-touch key.

6 Touch the [DELETE] key.



7 Touch the [YES] key.



If you wish to delete another one-touch key, repeat steps 3, 6, and 7.

NOTES

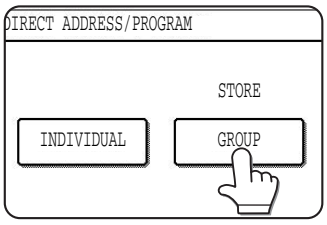
- **If you cannot edit or delete a one-touch key**
  If you attempt to edit or delete a one-touch key in the following situations, a warning message will appear and editing/deletion will not be possible. At this time, cancel the transmission or wait until it is completed, delete the key from the group or the program, or cancel or change the hyperlink e-mail address.
  - The one-touch key you wish to edit or delete is currently being used for transmission or is used in a currently stored transmission job.
  - The one-touch key is included in a group key or a program key.
  - The one-touch key is included in a group of end receiving machines for an F-code relay broadcast operation.
  - The one-touch key is used for a hyperlink e-mail address for Scan to FTP.
- Destinations for Scan to FTP and Scan to Desktop that are stored in one-touch keys cannot be edited or deleted from the touch panel of the machine. Use the Web page to edit or delete these destinations. (page 5)

PROGRAMMING A GROUP KEY

Scan to E-mail and Internet-Fax destinations that have been stored in one-touch keys can be stored in group keys. Up to 500*1 (300*2) destinations can be stored in a group key.
To program a group key from the Web page, refer to page 6.

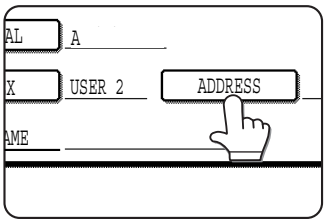
1 Press the [CUSTOM SETTINGS] key, touch the [ADDRESS CONTROL] key, and then touch the [DIRECT ADDRESS/PROGRAM] key (refer to steps 1 to 3 on page 38).

2 Touch the [GROUP] key.

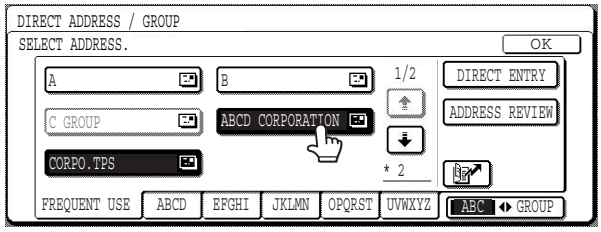


3 Follow steps 6 through 12 of "Storing one-touch keys" (pages 38 to 39) to enter a GROUP NAME, INITIAL, and INDEX.

4 Touch the [ADDRESS] key.



5 Touch index keys and the ↑ ↓ keys as needed, and then touch one-touch keys of the destinations that you wish to store in the group.



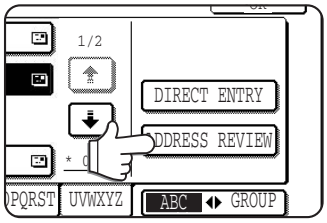
One-touch keys that have been touched are highlighted.
If you touch the wrong key, simply touch it again to cancel the highlighting and remove the destination from the group.

*1 If the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.
*2 If the document filing functions are not expanded.

NOTE

- One group key cannot be stored in another group key. Group keys appear grayed out and cannot be selected.
- You can enter a destination directly by touching the [DIRECT ENTRY] key. If you select the transmission method to be used (such as E-mail or Internet-Fax), the relevant entry screen will be displayed. Enter the address and specify the file type and compression mode as needed. Then touch the [OK] key.
- If the assigned three-digit number (see page 38, step 5) is known, you can touch the [Quick] key and enter the three-digit number using the numeric keys to add a one-touch key to the group or delete a one-touch key from the group.

6 To check the destinations that you have stored in the group, touch the [ADDRESS REVIEW] key.



A list of your selected destinations is displayed. You can delete a displayed destination by touching it. When a message appears asking if you want to delete the destination, touch the [YES] key.

7 Touch the [OK] key.

The number of destinations in the group appears to the right of the [ADDRESS] key.

8 Check the name of the key (refer to step 16 on page 39).

The characters appearing next to the [KEY NAME] key will be displayed in the group key. To change these characters, touch the [KEY NAME] key. This step is not necessary if you do not wish to change the characters.

9 Touch the [EXIT] key when you have finished programming the group key. If you wish to program another group key, touch the [NEXT] key.

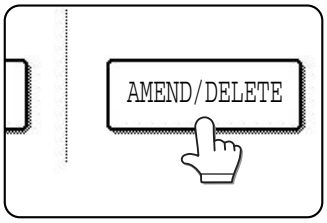
When you touch the [EXIT] key, you will return to the screen of step 2.

EDITING AND DELETING GROUP KEYS

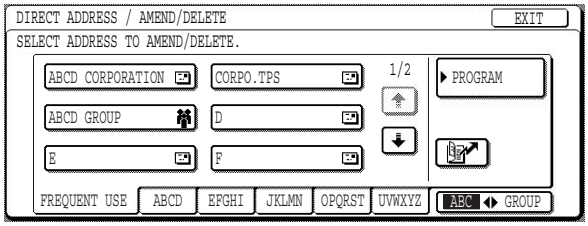
If you need to delete group key or change its name or one of its stored destinations, perform the following procedure.

1 Press the [CUSTOM SETTINGS] key, touch the [ADDRESS CONTROL] key, and then touch the [DIRECT ADDRESS/PROGRAM] key (refer to steps 1 to 3 on page 38).

2 Touch the [AMEND/DELETE] key.



3 Touch the group key you wish to edit or delete.

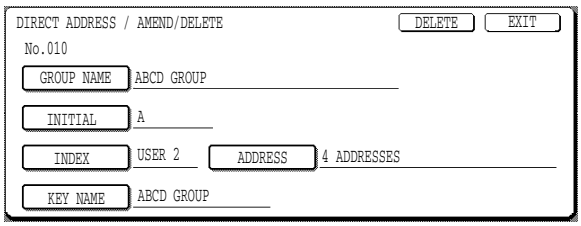


- **To edit a group key, follow steps 4 and 5.**
- **To delete a group key, follow steps 6 and 7.**
- **When you have finished editing or deleting, touch the [EXIT] key.**

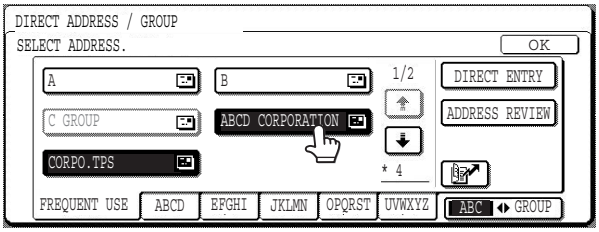
NOTE

If the assigned three-digit number (see page 38, step 5) is known, you can touch the [Quick] key and enter the three-digit number using the numeric keys to select the desired group key to edit or delete.

4 Touch the key of the item you wish to change (to edit the item, follow the same steps as for one-touch keys on page 38).



To edit a destination stored in a group key, touch the [ADDRESS] key. The following screen appears.

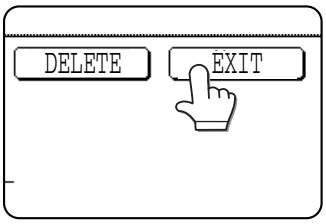


The one-touch keys stored in the group are highlighted. To add another one-touch key to the group, touch the key to highlight it.
To delete a one-touch key from the group, touch the key so that it is no longer highlighted.

NOTE

If the assigned three-digit number (see page 38, step 5) is known, you can touch the (Quick) key and enter the three-digit number using the numeric keys to add a one-touch key to the group or delete a one-touch key from the group.

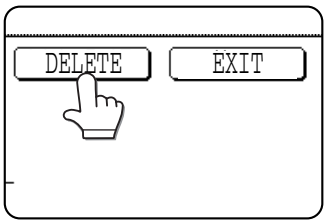
5 Make sure the edited information is correct, and then touch the [EXIT] key.



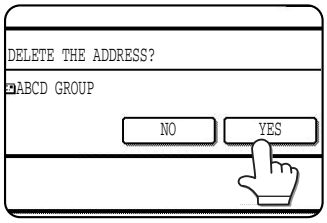
If you wish to change another group key, repeat steps 3 through 5.

The following steps are for deleting a group key.

6 Touch the [DELETE] key.



7 Touch the [YES] key.



If you wish to delete another group key, repeat steps 3, 6, and 7.

NOTE

If you cannot edit or delete a group key

If you attempt to edit or delete a group key in the following situations, a warning message will appear and editing/deletion will not be possible.

- The one-touch key you wish to change or delete is currently being used for transmission or is used in a currently stored transmission job.
- The group key is included in a program.

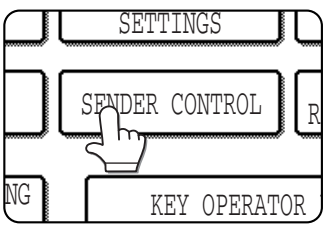
If the key is being used for a current transmission or currently stored transmission, cancel the transmission or wait until it is completed and then edit or delete the key. If the key is included in a program, delete the key from the program and then edit or delete the key.

STORING SENDER INFORMATION

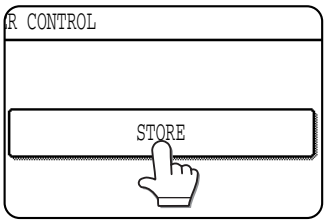
Use this procedure to store the sender information (sender name and e-mail address) that is displayed when the recipient receives your e-mail. Information for up to 999*1 (500*2) different senders can be stored. Select a sender from the stored senders using the touch panel of the machine when you send an image (page 13). The selected sender appears in the sender column of the recipient's e-mail software program.
If you prefer to store sender information from the Web page, refer to page 6.

1 Press the [CUSTOM SETTINGS] key.

2 Touch the [SENDER CONTROL] key.

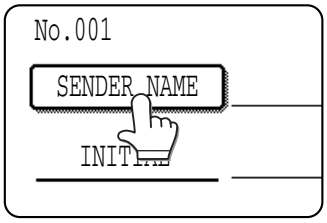


3 Touch the [STORE] key.



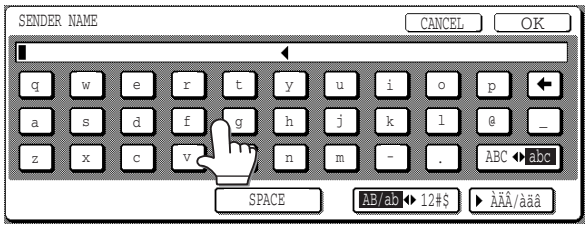
*1 If the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.
*2 If the document filing functions are not expanded.

4 Touch the [SENDER NAME] key.



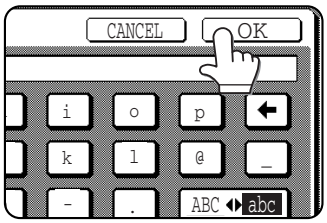
The "No." that automatically appears is the lowest number from 001 to 999*1 (500*2) that has not yet been programmed. When [SENDER NAME] is touched, the letter-entry screen appears.

5 Enter the sender name.

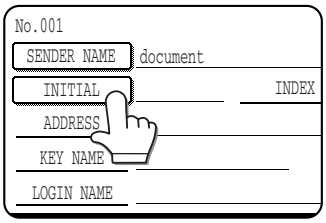


Enter up to 36 characters for the name.

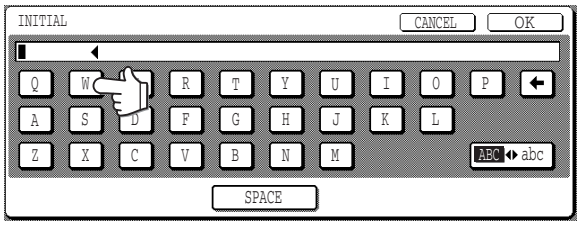
6 Touch the [OK] key.



7 Touch the [INITIAL] key.

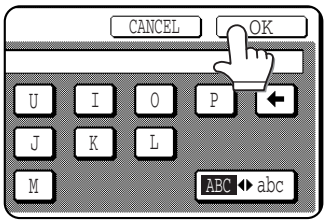


8 Touch a letter key.

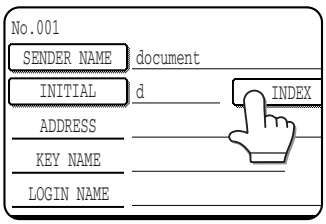


Up to 10 search characters can be entered. If you make a mistake, touch the ← key to delete the mistake and then enter the correct character.

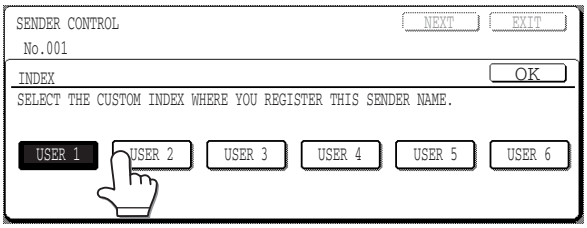
9 Touch the [OK] key.



10 Touch the [INDEX] key.

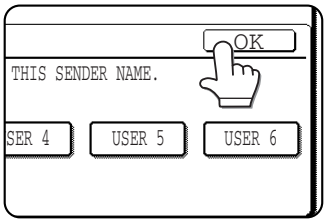


11 Touch an index key.

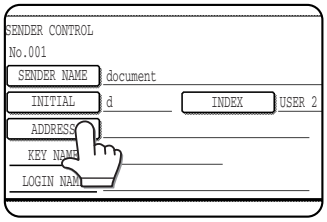


Select one of the six keys ([USER 1] through [USER 6]) to determine the location of the one-touch key when the GROUP index is displayed instead of the ABC index.
If you touch a wrong key, simply touch the correct key.

12 Touch the [OK] key.

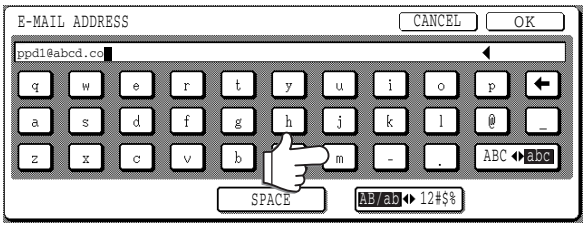


13 Touch the [ADDRESS] key.



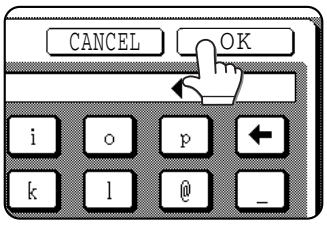
*1 If the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.
*2 If the document filing functions are not expanded.

14 Enter the e-mail address of the sender.

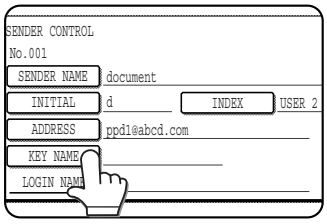


Up to 64 characters can be entered.
If you make a mistake, touch the ← key to move the cursor (▮) back one space and then enter the correct character.

15 Touch the [OK] key.

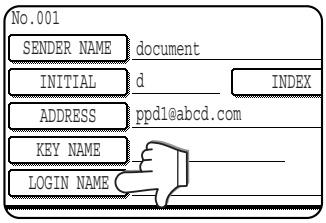


16 Check the key name.

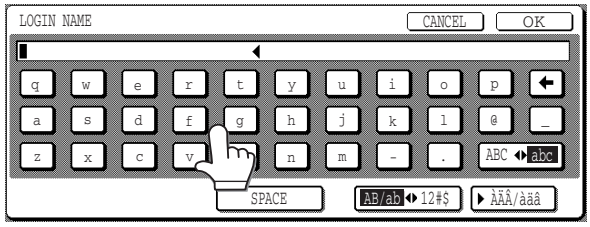


The characters appearing next to the [KEY NAME] key will be displayed in the key. Only the first 18 characters will be displayed.
If you need to change the name that will be displayed in the key, touch the [KEY NAME] key.
If you do not wish to change the name, this step is not necessary.

17 Touch the [LOGIN NAME] key.

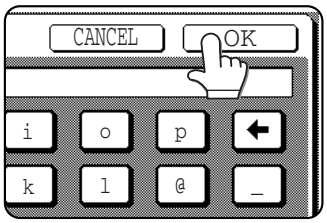


18 Enter the login name.



Up to 32 characters can be entered.
If you make a mistake, touch the ← key to move the cursor (▮) back one space and then enter the correct character.

19 Touch the [OK] key.



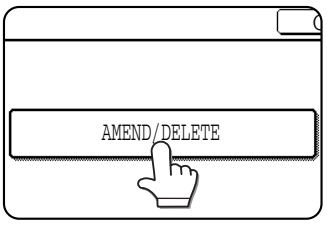
20 If you have finished storing senders, touch the [EXIT] key. If you wish to store another sender, touch the [NEXT] key.

EDITING AND DELETING SENDER INFORMATION

Use this procedure when you need to edit sender information or delete a sender.

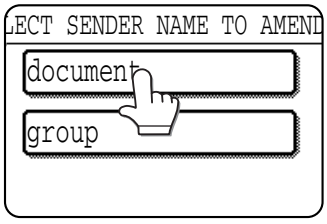
1 Perform steps 1 and 2 of "STORING SENDER INFORMATION" on page 43.

2 Touch the [AMEND/DELETE] key.



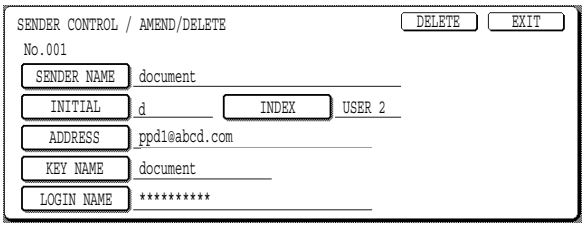
The stored senders appear.

3 Touch the one-touch key of the sender that you wish to edit or delete.



The edition/deletion screen of the touched sender appears.

4 Edit or delete the sender.



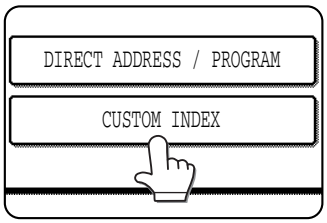
Edit sender information in the same way that you stored it. When finished, touch the [EXIT] key to return to the screen of step 3.
To delete the sender, touch the [DELETE] key. A message appears asking you to confirm your selection. Touch the [YES] key to delete the sender and return to the screen of step 3.

STORING A GROUP INDEX

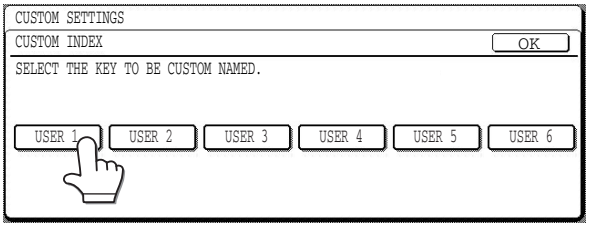
You can assign any name up to 6 characters long to each of the USER indexes ([USER 1] to [USER 6]).
To perform this procedure from the Web page, refer to page 8.

1 Press the [CUSTOM SETTINGS] key, and then touch the [ADDRESS CONTROL] key (refer to steps 1 and 2 on page 38).

2 Touch the [CUSTOM INDEX] key.



3 Touch an index key ([USER 1] to [USER 6]).



You can enter a name for the selected index.
When touched, the letter entry screen appears.

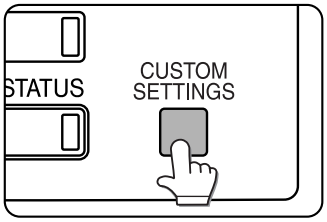
4 Enter a maximum of 6 characters for the index name.
Use the ← key to clear the displayed name and then enter the desired name.
When finished, touch the [OK] key. The new name appears in the screen of step 3.

5 If you wish to program another index name, repeat steps 3 and 4.
When finished, touch the [OK] key.
To edit a user index name, re-enter the name as explained in steps 3 and 4.

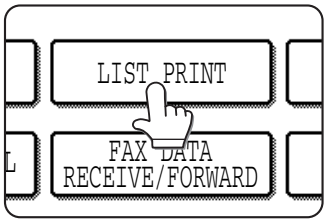
PRINTING PROGRAMMED INFORMATION

You can print out lists of the one-touch keys, group keys and programs that have been stored in the machine.

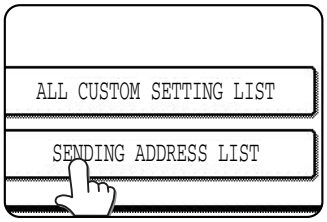
1 Press the [CUSTOM SETTINGS] key.



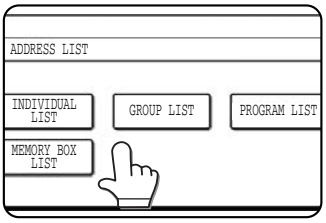
2 Touch the [LIST PRINT] key.



3 **Touch the [SENDING ADDRESS LIST] key.**



4 **Touch the key of the list you wish to print.**



[PROCESSING PRINT DATA] appears in the message display and printing begins.
To cancel printing, touch the [CANCEL] key.

NOTES
- The list is printed before other print jobs waiting to be printed.
- If you attempt to print a list when no data exists, a warning message will appear.

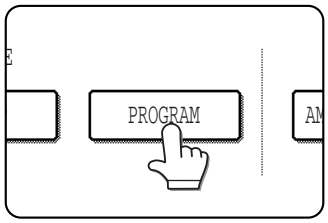
STORING A PROGRAM

You can store a destination address, erase, dual page scan, 2in1, card shot, and resolution and exposure settings in a program. This enables you to call up the program and perform the transmission by means of a simplified operation. (See "USING A PROGRAM" on page 33.)

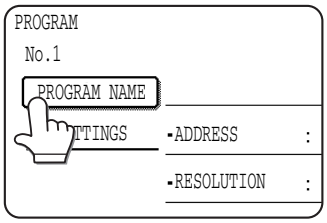
NOTE
A timer setting (page 27) cannot be included in a program.

1 **Press the [CUSTOM SETTINGS] key, touch the [ADDRESS CONTROL] key, and then touch the [DIRECT ADDRESS/PROGRAM] key (refer to steps 1 to 3 on page 38).**

2 **Touch the [PROGRAM] key.**

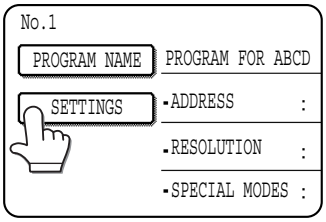


3 **Touch the [PROGRAM NAME] key.**

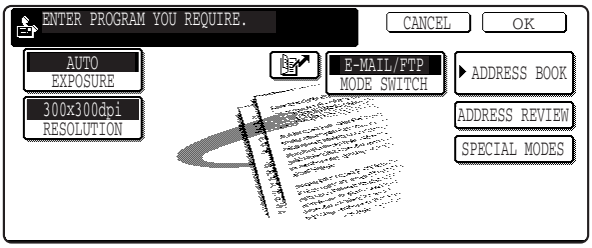


The "No." that automatically appears is the lowest number from 1 to 8 that has not yet been programmed. When the [PROGRAM NAME] key is touched, the letter-entry screen appears. Enter up to 18 characters for the name.
Refer to Chapter 7 of "Operation manual (for general information and copier operation)" for the procedure for entering letters.

4 **Touch the [SETTINGS] key.**



5 **Touch the keys for the settings you wish to store.**

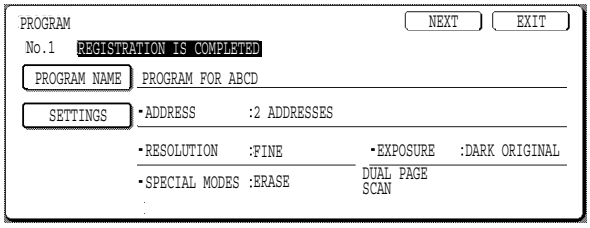


For the detailed procedures for each of the settings, refer to the explanations of those features on the following pages.
[RESOLUTION] (page 23)
[EXPOSURE] (page 23)
[ADDRESS BOOK] (page 14)
[SPECIAL MODES]
- ERASE (page 25)
- DUAL PAGE SCAN (page 26)
- 2in1 (page 28)
- CARD SHOT (page 29)

NOTE
Up to 500*1 (300*2) destinations can be stored in a program. Destinations can be entered using one-touch keys, group keys, and (Quick) key.

6 Touch the [OK] key.

7 Your settings are displayed. Make sure they are correct.



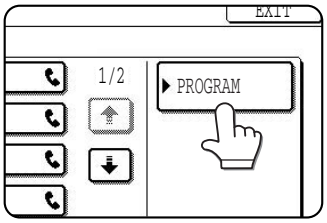
8 When you are finished, touch the [EXIT] key.
If you wish to store another program, touch the [NEXT] key.

Touching the [EXIT] key returns you to the screen of step 2.
Touching the [NEXT] key returns you to the screen of step 3.

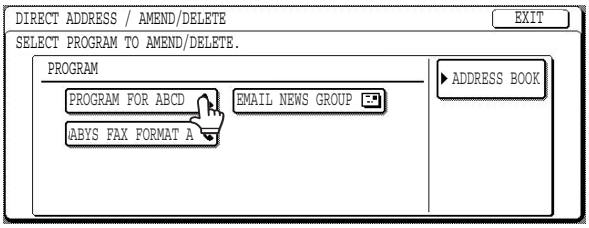
EDITING AND DELETING PROGRAMS

To edit or delete a previously stored program, touch the [AMEND/DELETE] key in the screen of step 2 of "Storing a program" on the previous page, and then follow these steps.

1 Touch the [PROGRAM] key.



2 Touch the program you wish to edit or delete.



- When you touch the program name, the edit/delete screen for the selected program appears.
- Touching the [ADDRESS BOOK] key returns you to the screen of step 1.

3 To edit the program, follow the same procedure as for storing the program. To delete the program, touch the [DELETE] key and then touch the [YES] key in the confirmation screen that appears.

*1 If the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.
*2 If the document filing functions are not expanded.

TROUBLESHOOTING

If a problem or question arises, try to solve the situation using the following information before contacting your authorized SHARP dealer.

The image cannot be scanned.

Cause: The original is loaded upside down.

Solution: The original must be placed face down.

A moiré (stripe pattern) appears on the scanned image.

Cause: A slight amount of moiré sometimes appears when printed matter is scanned.

Solution: If you are using the document glass, try shifting the position and/or angle of the original on the document glass.

The scanned image is fuzzy or has smudges.

Cause: The document glass or the underside of the document cover is dirty.

Solution: To clean the document glass and the underside of the document cover, see page 6-2 of the Operation manual (for general information and copier operation).

The scanned image is clipped.

Cause: The set original scanning size is smaller than the actual original size.

Solution: Set the actual original size. (page 20)

If you have intentionally set a smaller size than the actual original size, place the original taking into account the guides for the set original size. For example, when scanning an 8-1/2" x 11" (A4) original using a 5-1/2" x 8-1/2" (B5) setting, align the original using the scale at the left edge to fit the area you wish to scan into the 5-1/2" x 8-1/2" (B5) scanning area.

The scanned image is upside down or on its side.

Cause: The original was not placed in the correct orientation.

Solution: Place the original in the correct orientation. (Refer to page 4-4 of Operation manual (for general information and copier operation).)

You wish to rotate the scanned image 90°.

Cause: The orientation of the placed document cannot be changed.

Solution: Use the "ROTATE THE IMAGE 90 DEGREES" checkbox. (page 20)

The scanned image range is on the opposite side of the selected image range.

Cause: The original was placed with the left and right sides reversed.

Solution: Place the original in the correct orientation. (Refer to page 4-4 of Operation manual (for general information and copier operation).)

The received image data cannot be opened.

Cause: The viewer program used by the recipient does not support the format of the received image data.

Solution: Try selecting a different file type (TIFF or PDF) and/or a different compression format (NONE, MH (G3), or MMR (G4)) when sending the image data. (Refer to page 24.)

Otherwise, open to use Sharpdesk or a viewer program that supports the above combinations of file types and compression formats.

The recipient does not receive transmitted data.

Cause: An incorrect destination was selected.
Otherwise, there is a mistake in the information stored for the destination (e-mail address or FTP server information).

Solution: Select the correct destination and make sure the correct information is stored for the destination. (Refer to page 14.)

* If delivery by e-mail (Scan to E-mail) is unsuccessful, an error message such as "Undelivered Message" may be sent to the designated administrator's e-mail address. This information may help you determine the cause of the problem.

The recipient does not receive data sent by e-mail (Scan to E-mail).

Cause: A limit has been set in the "Maximum size of e-mail attachments" of the key operator program for the maximum size of an image file that can be sent using Scan to E-mail (the initial setting is UNLIMITED).

Solution: The limit can be set from 1 MB to 10 MB in the key operator program. Consult your key operator and select a suitable limit.

Cause: The amount of data that can be sent in one e-mail transmission is sometimes limited by the administrator of the mail server. Even if the amount of data sent is within the limit setting explained above, if it exceeds the limit set by the administrator of the mail server, the data will not be delivered to the recipient.

Solution: Decrease the amount of data sent in the e-mail transmission (reduce the number of pages scanned). (Ask your mail server administrator what the data limit is for one e-mail transmission.) (Refer to page 52.)

Transmission takes a long time.

Cause: When there is a large amount of image information, the data file is also large and transmission takes a long time.

Solution: In order to select resolution and data compression settings that are suited to the purpose of transmission and create image data that is well-balanced in terms of resolution and file size, pay attention to the following points:

Resolution

The default setting is "300x300dpi" (E-MAIL/FTP mode) or "STANDARD" (Internet-Fax mode). If the original does not contain photographs, illustrations, or other halftone images, "300x300dpi" or "STANDARD" mode will give you a more workable scanned image. Ohter resoution modes should only be selected when the original includes a photograph and you want to give priority to the quality of the photograph. Note that these modes will produce a larger file size than "300x300dpi" or "STANDARD".

IF YOUR E-MAIL IS RETURNED

If a Scan to E-mail is not successfully transmitted, an e-mail informing you of this fact is sent to the sender selected at the time of transmission. If this happens, read the e-mail and determine the cause of the error, and then repeat the transmission.

IF A TRANSMISSION ERROR OCCURS

If a transmission error occurs when you send a scanned image, a message informing you of the error and an error code will appear in the touch panel on the machine.

■ Error Code Table

Error Code	Description of the Error
CE-01	The network interface card is out of order.
CE-02	Cannot find the specified mail server or FTP server.
CE-03	The server was down during the scanning of the original.
CE-04	An invalid account name or password for the FTP server has been entered.
CE-05	An invalid directory of the FTP server has been entered.
CE-06	Cannot find the specified mail server (POP3 server).
CE-07	The account name or password for the POP3 server is invalid.
CE-08	The POP3 server was down during communication.
CE-00	An error other than the above has occurred.

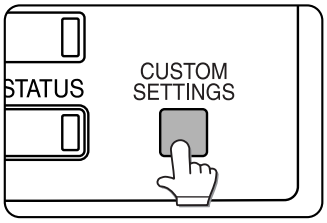
CHECKING THE IP ADDRESS

There are three ways to check the IP address:

1. **Using [LIST PRINT] in [CUSTOM SETTINGS] in the operation panel**
   Select NIC PAGE to print a list of the machine settings. The IP address that has been set for the machine can be found in this list. Follow the procedure below to check the IP address using NIC PAGE.
2. **Using the key operator programs**
   The IP address can be verified using the key operator programs. To use this procedure, consult your key operator.
3. **Using the NIC Manager utility in the Software CD-ROM (2)**
   The NIC Manager utility in the Software CD-ROM (2) can be used to check the IP address. For details, see the online manual (Print Server Card Users Manual) in the Software CD-ROM (2).

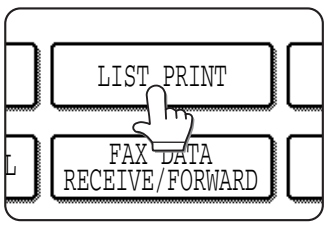
■ Checking the IP address from the [CUSTOM SETTINGS] screen of the operation panel

1 Press the [CUSTOM SETTINGS] key.

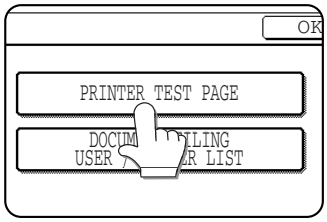


The custom setting menu screen will appear.

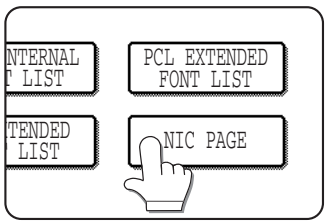
2 Touch the [LIST PRINT] key.



3 Touch the [PRINTER TEST PAGE] key.



4 Touch the [NIC PAGE] key.



PROCESSING PRINT DATA appears in the message screen and printing begins. To cancel printing, touch the [CANCEL] key.

NOTE
There are a variety of different types of network environments. When using the machine in a network environment, refer to the detailed explanations in the online manual (Print Server Card Users Manual) in the Software CD-ROM (2).

IMPORTANT POINTS WHEN USING SCAN TO E-MAIL

Be very careful not to send image data files that are too large.
Your mail server's system administrator may have placed a limit on the amount of data that can be sent in one e-mail transmission. If this limit is exceeded, the e-mail will not be delivered to the recipient. Even if there is no limit and your e-mail is successfully delivered, a large data file may take a long time to be received and place a heavy burden on the recipient's network, depending on the recipient's network (Internet) connection environment.
If large image data files are repeatedly sent, the resulting burden on the network may slow down the speed of other, unrelated data transmissions and in some cases, may even cause the mail server or network to go down.
The images shown below will produce the file sizes shown below when scanned as 8-1/2" x 11" (A4) size originals:

Resolution	File size of text original A when scanned	File size of photo original B when scanned
[200x200dpi]	Approx. 21 KB (TIFF MMR (G4) format)	Approx. 260 KB (TIFF MMR (G4) format)
[600x600dpi]	Approx. 74 KB (TIFF MMR (G4) format)	Approx. 2300 KB (TIFF MMR (G4) format)

If multiple images are scanned, the file size will be approximately (Size of each image as indicated above) x (Number of images scanned).

Although the actual limitation depends on your network environment, a general guideline for the maximum file size for Scan to E-mail is 2000 KB. In cases where you need to send multiple documents, try such measures as lowering the resolution mode.

Original image samples

The original images shown below are samples to help you understand the above explanations. Note that these images are smaller than the actual originals (the actual originals are 8-1/2" x 11" (A4) size).

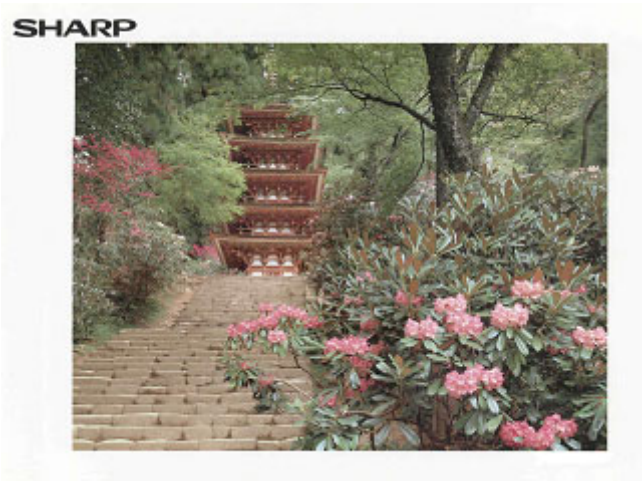
Text original A

برامج المشغل الرئيسي

فيما يلي أدناه قائمة بكافة برامج المشغل الرئيسي.
يمكن النفاذ لهذه البرامج فقط عن طريق ادخال الرقم الرمزي للمشغل الرئيسي أولا.
لا تتم تركيب عداد المطالعات أو مدقق الحساب الاختياريين، فلن
يمكن النفاذ للبرامج أرقام ١٠ و١١ و١٢ و١٤ و١٦.

الرقم الرمزي	اسم البرنامج	الوظيفة	رقم الصفحة
P10	وضع تدقيق الحسابات القدرية	يمكن من تشغيل أو اغلاق وضع تدقيق الحسابات القدرية لاستخدام آلة التصوير.	٧٠
P11	عدد النسخ تبعا للحساب	يقوم بعرض إجمالي عدد النسخ المصورة باستخدام أرقام الحسابات القدرية.	٧٠
P13	وضع الغاء الحاسبة	يقوم بالغاء كافة حسابات التدقيق القدرية أو محو الحسابات القدرية المشار.	٧٠
P14	التحكم بأرقام الحسابات القدرية	يقوم بادخال أرقام الحسابات، محو أرقام الحسابات، تكوين أرقام الحسابات، أو عرض كافة أرقام الحسابات المعرفة.	٧١
P16	تهيئة عدد الحسابات القدرية	يقوم بتحديد العدد الأقصى لعدد النسخ التي يمكن عملها لكل رقم حساب قدري.	٧٢
P18	تأمين رقم الحساب	يقوم بالتأمين ضد ادخال تدقيق أرقام الحسابات القدرية بالخطأ أو بالمخالفة.	٧٣
P19	تكوين الرقم الرمزي للمشغل الرئيسي	يقوم بتغيير الرقم الرمزي للمشغل الرئيسي.	٦٦
P20	ضبط التعريض الاوتوماتيكي للصور	يقوم بتكوين أو تنفيذ النسخ في وضع التعريض الاوتوماتيكي للصور.	٧١
P21	وضع توفير الطاقة	يقوم بتشغيل تشغيل ووضع فاصل زمني يتم بعده إيقاف تشغيل آلة التصوير أوتوماتيكياً.	٧٤
P22	وضع توفير حبر التصوير	يقوم بتخفيض استهلاك حبر التصوير.	٧٤
P23	تهيئة الاداء الاوتوماتيكي	يقوم بتهيئة فاصل زمني تعود بعده آلة التصوير الى التهيئات المبدئية.	٧٥
P24	اضافة أو تغيير أوضاع الضبط المسبق للتكبير والتصغير لنسبة النسخ	يقوم باضافة أو تغيير أوضاع ضبط مسبق للتكبير والتصغير لنسبة النسخ.	٧٥
P25	اختيار العدد الاقصى لعدد النسخ	يقوم بتهيئة العدد الاقصى لعدد النسخ التي يتيقي تهيئتها.	٧٥
P26	التهيئة المبدئية لازاحة الهامش	يقوم بتعيين القيم المبدئية لازاحة الهامش.	٧٦
P27	ضبط منطقة الصور	يقوم بضبط مقدار منطقة الصور.	٧٦
P28	تهيئة الوضع المبدئي	يقوم بعمل التهيئة المبدئية لآلة التصوير في حالة الاستخدام.	٧٦
P29	العدد الاجمالي للنسخ	يقوم بادستدعاء العدد الاجمالي للنسخ لآلة التصوير، جهاز قلب وتكديس الوثائق الأصلية أوتوماتيكياً، ووحدة النسخ الترجي، جهاز الفرز، أو جهاز الفرز والتدويس.	٧٧
P30	التكرار الاوتوماتيكي	يقوم بتهيئة وأعداد وظيفة التكرار الاوتوماتيكي.	٧٧
P45	تهيئة زمن عرض الرسالة	يقوم بتهيئة طول الفترة الزمنية التي يتم خلالها عرض الرسائل.	٧٧
P70	اعادة الاختبار الاوتوماتيكي للأوراق	يختبر اختيار الورق أوتوماتيكياً.	٧٧

Photo original B



KEY OPERATOR PROGRAMS

This section explains the key operator programs that are related to the network scanner feature of the machine. Key operators should read this section well to ensure correct use of the programs. For key operator programs that are related to general use of the machine, see the key operator's guide.

NOTE
Some programs in the key operator program list may not be available, depending on the model of the main unit and whether some peripheral units are installed or not.
In some programs, the settings may be lowered, depending on the model of the main unit and whether some peripheral units are installed or not.

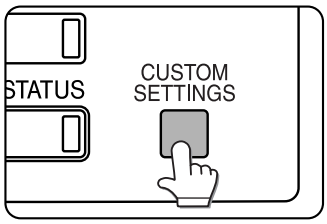
KEY OPERATOR PROGRAM LIST

Program name	Page
Operation settings	
Default display settings	55
The number of direct address/sender keys displayed setting	55
Must input next address key at broadcast setting	55
The number of file name/subject keys displayed setting	55
Initial resolution setting	55
Scan complete sound setting	56
Default exposure settings	56
E-mail/FTP settings	
Default sender set	56
Compression mode at broadcasting	56
Initial file format setting	56
Maximum size of e-mail attachments	56
BCC setting	56
I-Fax settings	
I-Fax default settings	
Set I-Fax own name and address	56
I-Fax speaker volume settings	57
Auto wake up print	57
Original print on transaction report	57
Transaction report print select setting	57
Activity report print select setting	57
Body text print select setting	58
I-Fax send settings	
I-Fax reception report on/off setting	58
I-Fax reception report request timeout setting	58
Rotation sending setting	58
Printing page number at receiver	58
Maximum size of e-mail attachments	58
Number of resend times at reception error	59
I-Fax receive settings	
Auto receive reduce setting	59
Reception check interval setting	59
Duplex reception setting	59
Print style setting	59
Set address for data forwarding	60
POP3 communication timeout setting	60
I-Fax output tray setting	60
Anti junk mail/domain name setting	60

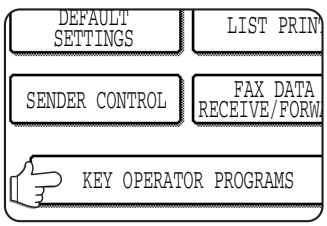
USING THE KEY OPERATOR PROGRAMS

Follow the steps below to use the key operator programs.

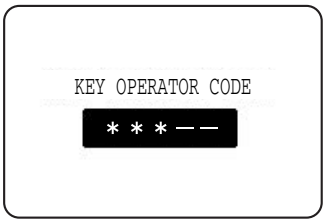
1 Press the [CUSTOM SETTINGS] key.



2 Touch the [KEY OPERATOR PROGRAMS] key.

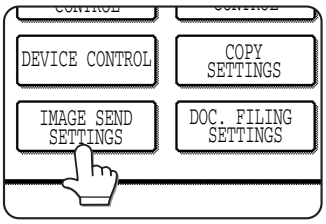


3 **Use the numeric keys to enter the five-digit key operater code number.**

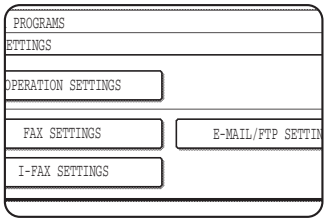


For the factory default setting for the key operator code number, see page 2 of the key operator's guide.

4 **Touch the [IMAGE SEND SETTINGS] key.**



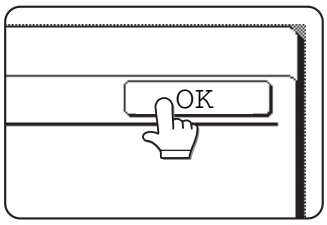
5 **Touch the [OPERATION SETTINGS] key, the [E-MAIL/FTP SETTINGS] key or the [I-FAX SETTINGS] key, depending on the program you wish to use.**



6 **Make desired settings for the selected program.**

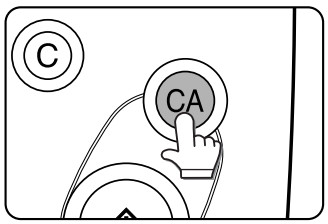
Select the desired program from among the programs listed on the previous page.
Detailed descriptions for program settings start on the next page.

7 **Touch the [OK] key to return to the screen of step 5.**



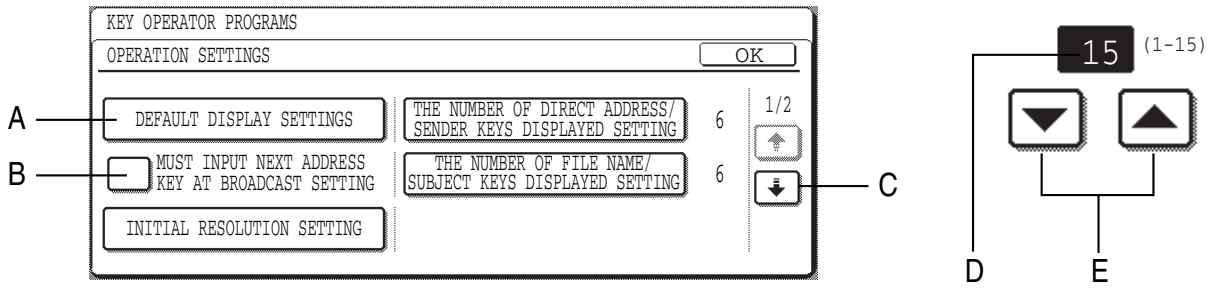
If you wish to use another program, touch the key for that program in the screen of step 5.

8 **Press the [CA] key to exit the program.**



Supplementary explanation of key operation for key operator programs

These keys and indicator are available on setting screens that require the entry of numerical values.



A The name of the program category or particular item to be set will appear on the touch key. The displayed item is selected by touching the key.

B Check mark boxes are touch keys that show the status of selections. A box with a check mark means the function is "on" (enabled) and an unchecked box means the function is "off" (disabled). The on/off status changes each time the box is touched.

C If the settings continue on the following screen(s), touch the ▲ and ▼ keys to move back and forth through the screens. To return to the category selection screen, touch the [OK] key.

D The currently set numerical value is displayed.

E Numerical values can be set by touching the ▼ and ▲ keys.

SETTING PROGRAMS

The setting programs for the network scanner feature of the machine are explained here. For key operator programs that are related to the copy function and general use of the machine, see the key operator's guide. For programs related to the printer and network scanner functions, see the corresponding manuals.

Operation settings

The following programs are available:

- Default display settings
- The number of direct address/sender keys displayed setting
- Must input next address key at broadcast setting
- The number of file name/subject keys displayed setting
- Initial resolution setting
- Scan complete sound setting
- Default exposure settings

Default display settings

You can select the initial display that appears when you press the [IMAGE SEND] key to change to scanner mode or when you press the [CA] key in scanner mode. Normally the initial display is set to the Condition setting screen (E-MAIL/FTP mode or FAX mode if the facsimile feature is installed).

The following five selections are available:

- Address book (ABC)
- Address book (Group)
- Fax (if the facsimile feature is installed)
- E-mail/FTP
- Internet-Fax

When an address book (ABC or Group) is selected, the selected index of that address book (page 10) is set as the initial screen.

When [SWITCH AUTOMATICALLY TO COPY MODE SCREEN] is selected, the display will automatically switch to the copy mode screen if no action is taken in the fax / image send mode screen for 20 seconds.

The number of direct address/sender keys displayed setting

The number of one-touch keys displayed in each address book screen can be changed from 6 (the normal setting) to 9.

Touch [6] or [9] to select the desired number.

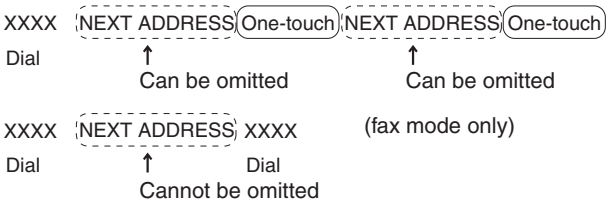
NOTE

For the key name that appears in each one-touch key, a maximum of 18 characters can appear when the number of one-touch keys displayed is set to 6. A maximum of 10 characters can appear when the number of one-touch keys displayed is set to 9.

Must input next address key at broadcast setting

You can select whether the [NEXT ADDRESS] key must be touched before entering the next destination when performing a broadcast transmission (page 16). Normally the machine is set so that touching the [NEXT ADDRESS] key can be omitted except when the numeric keys are used to enter one full fax number after another full fax number in the fax mode.

Example: Normal setting (factory setting)



If the box is checked, it will no longer be possible to omit the [NEXT ADDRESS] key as shown in the above example. Even if the next destination to be entered is a one-touch key, the [NEXT ADDRESS] key must be touched before the one-touch key can be entered. If an operator attempts to enter the next destination without touching the [NEXT ADDRESS] key, an alarm will sound.

The number of file name/subject keys displayed setting

This program is used to select the number of file name / subject keys that are displayed in the screen. The number of keys can be set to 3 or 6.

Touch 3 or 6 to select the desired number.

Initial resolution setting

This is used to change the default resolution setting for transmission in network scanner mode. The default resolution is initially set to "300x300dpi" (E-mail/FTP mode) or "STANDARD" (Internet-Fax mode). To change the setting, touch the desired resolution key.

1 Select the transmission method to be used (such as E-mail or Internet-Fax).

If you wish to use the stored image setting as the default setting when transmitting an image that was stored with the document filing function, check the [APPLY THE RESOLUTION SET WHEN STORED] box on this screen.

2 Touch the desired resolution key.

3 Touch the [OK] key.

Scan complete sound setting

This program is used to set the volume of the beep sound that informs you that the original has been scanned. Two volume levels are available, or the beep can be turned off.

Default exposure settings

This program is used to set the default exposure level for scanning originals in fax / image send mode.

This program is initially set to "AUTO". If changed to "MANUAL", the exposure level can be adjusted to five levels. Level 1 is the lightest level and level 5 is the darkest level.

E-mail/FTP settings

The E-mail/FTP settings can be changed as necessary to meet your needs.

The E-mail/FTP settings are as follows:

- Default sender set
- Compression mode at broadcasting
- Initial file format setting
- Maximum size of e-mail attachments
- BCC setting

Default sender set

If you do not select a sender when performing a Scan to E-mail operation, the sender information stored with this setting is automatically used.

1 Touch the [SENDER NAME] key and then enter the sender name.

The sender name entry screen appears

Up to 20 characters can be entered.

2 Touch the [OK] key.

3 Touch the [RE.ADDRESS] key and then enter the return address.

Up to 64 characters can be entered.

4 Touch the [OK] key.

The entered return address appears. Check the address to make sure it is correct.

Compression mode at broadcasting

This setting selects the compression mode for broadcasting using Scan to E-mail or Internet-Fax. The compression mode set here is used for all destinations regardless of their individual compression mode settings.

The initial setting is MH (G3).

Initial file format setting

You can change the default file format (file type, compression mode, and file creation method) used when the e-mail address is entered manually for a Scan to E-mail transmission.

The initial settings are as follows:

File type: PDF

Compression mode: MMR(G4)

"SPECIFIED PAGES PER FILE" checkbox: Not selected

Maximum size of e-mail attachments

To prevent the size of image files transmitted by Scan to E-mail from becoming too large, you can set a size limit.

If the size of the image file created by scanning the original exceeds the limit, the image file is discarded. The limit can be set from 1 MB to 10 MB in increments of 1 MB. The initial setting is UNLIMITED. If this setting is changed, the setting of "Maximum size of e-mail attachments" of I-Fax send settings will also be changed similarly (page 58).

BCC setting

If “ENABLE BCC” is set, the [BCC] key is displayed in addition to the [TO] key and the [CC] key in the address book screen for Scan to E-mail. If “DISPLAY BCC ADDRESS ON THE JOB STATUS SCREEN” is set, in the destination information displayed on the job status screen, BCC recipients are also displayed in a similar way to CC recipients. If the checkmark is cleared, only the string “* BCC DESTINATION” is displayed. Normally neither of them is set.

I-Fax settings

I-Fax default settings

The default I-Fax settings can be changed as necessary to meet your Internet-Fax needs.

The default I-Fax settings are as follows:

- Set I-Fax own name and address
- I-Fax speaker volume settings
- Auto wake up print
- Original print on transaction report
- Transaction report print select setting
- Activity report print select setting
- Body text print select setting

Set I-Fax own name and address

Use this setting to enter the address of the machine and the name of the user. The entered name and address are printed at the top of each Internet-fax page you send.

1 Touch the [NAME] key and enter the name.

The name entry screen appears.
Up to 40 characters can be entered for the name. Refer to Chapter 7 of the Operation manual (for general information and copier operation) for the procedure for entering characters.

2 Touch the [OWN ADDRESS] key and enter the e-mail address.

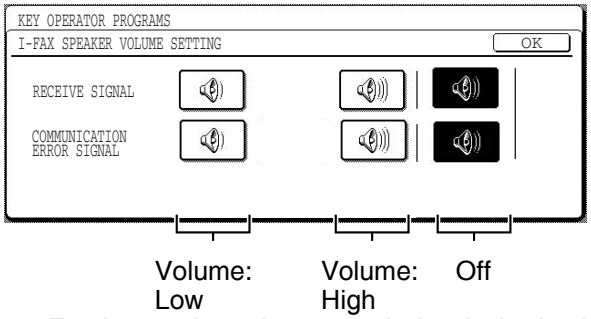
The address entry screen appears.
Enter up to 56 characters for the e-mail address.
If you make a mistake, press the [←] key and re-enter the correct character.
Be sure to enter the name and address regardless of I-Fax reception report setting.

3 Touch the [OK] key.

You will return to the I-FAX NAME AND OWN ADDRESS screen.
The name and address you entered appear. Make sure they are correct.

I-Fax speaker volume settings

This setting lets you adjust the volume of the Internet-fax receive signal and the communication error signal heard through the speaker. The receive sound is issued one time when Internet-Fax data is received and processing is complete. The communication error sound is issued when an I-Fax reception report indicating an error is received.



To change the volume, touch the desired volume key.

Auto wake up print

Use this setting to select how the machine responds if an Internet-Fax is received when the power switch is turned off.
Auto wake up print is normally turned on, which means that the machine automatically activates and prints the received Internet-Fax. If you turn off this setting, received Internet-Faxes will not be printed until the power switch is turned on.

Original print on transaction report

This program is used to have part of the first page of the Internet-Fax printed on the transaction report. This program is used in conjunction with the transaction report print setting (at right), and is not effective when printing of the transaction report is disabled.
This program is normally configured so that part of the fax is printed on the transaction report when a transmission is not successful.

Transaction report print select setting

This setting is used to select the conditions for printing out Transaction Reports. Conditions can be selected for normal transmissions, broadcast transmissions, and receptions.

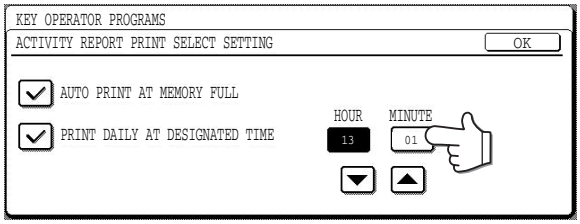
SINGLE SENDING	BROADCASTING
PRINT OUT ALL REPORT	PRINT OUT ALL REPORT
PRINT OUT ERROR REPORT ONLY	PRINT OUT ERROR REPORT ONLY
NO PRINTED REPORT	NO PRINTED REPORT

The normal settings are indicated by shading [ ] above.
If the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded, a reception setting is available.
Touch the [↓] key to display the next setting. Select the print conditions for receptions.

RECEIVING
PRINT OUT ALL REPORT
PRINT OUT ERROR REPORT ONLY
NO PRINTED REPORT

Activity report print select setting

This program is used to have the activity report stored in the machine's memory printed out at regular intervals.
You can choose to have the report automatically printed each time the number of stored transactions exceeds 99, or have the report printed at a specified time every day (only once per day).
The report is normally set to not print out. Select "AUTO PRINT AT MEMORY FULL" to have the report automatically printed when the number of stored transactions (the combined total of transmissions and receptions) exceeds 99.
To have the report automatically printed at a specified time, check the "PRINT DAILY AT DESIGNATED TIME" box and then select the time with the "HOUR" and "MINUTE" keys that appear.



Touch the "HOUR" and "MINUTE" keys and then set the hour by touching the ▼ and ▲ keys. Set the minute in the same way. When finished, touch the [OK] key.

NOTES

- If you only select the PRINT DAILY AT DESIGNATED TIME setting and the number of recorded transactions exceeds 99 before the specified time, each new transaction will delete the oldest transaction (the oldest transaction will not be printed).
- The activity report can also be printed out on demand (page 57).

Body text print select setting

With the Internet-Fax function, the image files attached to an e-mail are normally printed. This program is used to specify whether the body text of e-mail is to be printed or not. Reception report e-mails are not printed regardless of the setting of this program.

This setting is normally turned off (body text is not printed).

If this setting is turned on, up to five pages of body text of e-mail will be printed.

I-Fax send settings

The I-Fax transmission settings allow you to adjust certain parameters for sending Internet-faxes to better suit your needs.

The I-Fax send settings are as follows:

- I-Fax reception report on/off setting
- I-Fax reception report request timeout setting
- Rotation sending setting
- Printing page number at receiver
- Maximum size of e-mail attachments
- Number of resend times at reception error

I-Fax reception report on/off setting

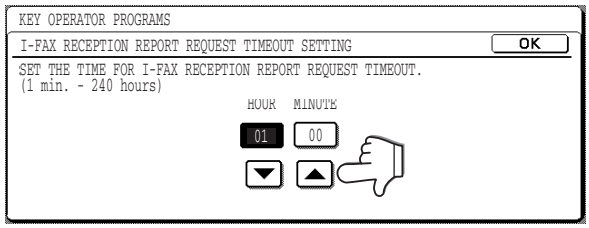
If the reception report function is enabled, a reception report is requested. Even if a destination is specified with the direct address input, a dialog message will appear asking whether you request the reception report.

The setting is normally not turned on.

The reception report is returned to the address that was set using the key operator program, "Set I-Fax own name and address" (page 56).

I-Fax reception report request timeout setting

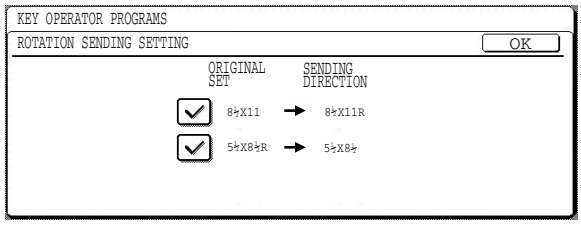
If the previous program "I-Fax reception report on/off setting" is set, use this program to set the time to receive the reception report. You can select a value from 1 minute to 240 hours in 1 minute increments. The default setting is one hour.



Touch the [HOUR] key and then set the hour by touching the ▲ and ▼ keys. Set the minute in the same way. When finished, touch the [OK] key.

Rotation sending setting

When transmitting a document, this setting allows you to rotate a vertically oriented 8-1/2"x11" (A4) document to a horizontal orientation (8-1/2" x11"R (A4R)), or rotate a 5-1/2"x8-1/2"R (B5R or A5R) document to 5-1/2"x8-1/2" (B5 or A5). The setting is normally turned on, and documents are rotated counterclockwise. (8-1/2"x11"R (A4R) documents are not rotated.)



Rotation settings can be separately established for different document sizes. To turn off a rotation setting, touch the checkbox of the appropriate setting to remove the checkmark.

Printing page number at receiver

This setting lets you select whether page numbers are printed at the top of Internet-Fax pages by the receiving machine. The normal setting is to have page numbers printed.

Maximum size of e-mail attachments

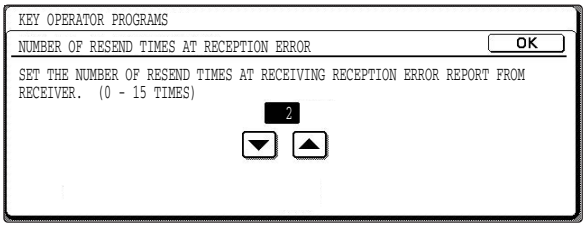
To prevent the size of image files transmitted by the Internet-Fax function from becoming too large, you can set a size limit.

If the size of the image file created by scanning the original exceeds the limit, the image file is discarded. The limit can be set from 1 MB to 10 MB in 1 MB increments. The initial setting is UNLIMITED.

If this setting is changed, the setting of "Maximum size of e-mail attachments" of E-MAIL/FTP settings will also be changed (page 56).

Number of resend times at reception error

If the program "I-Fax reception report on/off setting" is set, set the number of times to retry before an e-mail indicating Internet-Fax communication error is to be sent. The default setting is 2 times.


KEY OPERATOR PROGRAMS
NUMBER OF RESEND TIMES AT RECEPTION ERROR
OK
SET THE NUMBER OF RESEND TIMES AT RECEIVING RECEPTION ERROR REPORT FROM RECEIVER. (0 - 15 TIMES)
2

Use the ▲ or ▼ key to specify the number of times and then touch the [OK] key.

I-Fax receive settings

The I-Fax reception settings allow you to adjust certain parameters for receiving Internet-Faxes to better suit your needs.

Settings that can be adjusted depend on the peripheral devices installed.

The I-Fax receive settings are as follows:

- Auto receive reduce setting
- Reception check interval setting
- Duplex reception setting
- Print style setting
- Set address for data forwarding
- POP3 communication timeout setting
- I-Fax output tray setting
- Anti junk mail/domain name setting

Auto receive reduce setting

When you receive an Internet-Fax that includes the sender's name and number, the received image is slightly larger than the standard size. This setting lets you select whether to have the received image automatically reduced before printing to fit the standard size.

Normally automatic reduction is turned on.

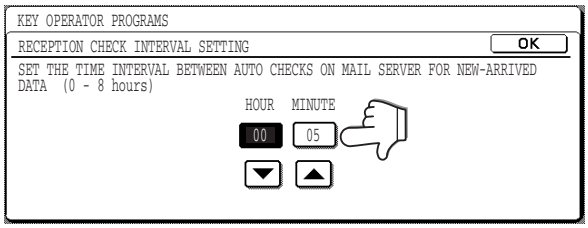
NOTE

If you turn automatic reduction off, the overall printed image may be larger than the original and in some cases must be split onto two pages. However, the printed image of the original itself will be the same size as the original, and thus clearer.

Reception check interval setting

This setting determines the interval at which the machine checks automatically to see if the mail (POP3) server has received new mail. After finding a new e-mail, the machine loads the data and prints it. The interval can be set from 0 minute to 8 hours in 1 minute increments. The default setting is 5 minutes.

If you set 0 minute, the machine does not check automatically for new e-mails.



Touch the [HOUR] key and then set the hour by touching the ▲ and ▼ keys. Set the minute in the same way. When finished, touch the [OK] key.

NOTE

When the machine is turned on, the machine checks any new e-mail in the mail (POP3) server.

Duplex reception setting

(Only if a duplex module or duplex module/ bypass tray is installed)

You can use this setting to select whether received documents are printed on both sides of the paper. Normally this setting is turned off. If turned on, received documents will be printed on both sides of the paper whenever the received document consists of two or more pages of the same paper size.

Print style setting

This setting determines the selection condition for paper when printing received documents. Select one of the three conditions below. AUTO SIZE SELECT is normally selected.

● PRINT ACTUAL SIZE CUT OFF DISABLED

Each received image is printed at actual size without splitting the image onto multiple sheets of paper. If there is no paper available that is the same size as the image or greater, the entire document is temporarily stored in memory.

● PRINT ACTUAL SIZE CUT OFF ENABLED

Each received image is printed at actual size. If necessary, the image is split onto multiple sheets of paper.

● AUTO SIZE SELECT

Each received image is printed at actual size when possible. When not possible, the image is automatically reduced before printing.

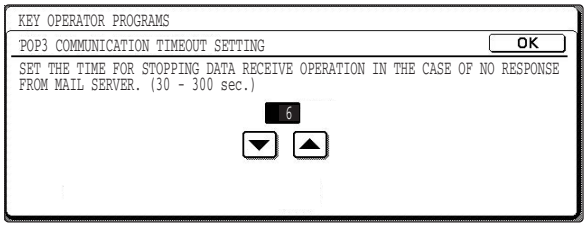
Set address for data forwarding

When a problem prevents the machine from printing a received Internet-Fax, the transfer function can be used to forward the received Internet-Fax to another machine. Use this setting to program the e-mail address of the destination machine. Only one e-mail address can be programmed (maximum of 64 digits).

Touch the [FORWARDING TO] key and input the address.

POP3 communication timeout setting

This setting determines the time the machine waits before canceling data reception when the mail (POP3) server does not respond. The time can be set from 30 to 300 seconds in 30 second increments. The default setting is 60 seconds.


KEY OPERATOR PROGRAMS
POP3 COMMUNICATION TIMEOUT SETTING
OK
SET THE TIME FOR STOPPING DATA RECEIVE OPERATION IN THE CASE OF NO RESPONSE FROM MAIL SERVER. (30 - 300 sec.)
6

Set the time by touching the ▲ and ▼ keys and then touch the [OK] key.

I-Fax output tray setting

This setting is used to select the output tray for received Internet-Faxes. The trays that can be selected will vary depending on what peripheral devices have been installed.

Anti junk mail/domain name setting

This program is used to enter addresses from which you wish to block I-Fax reception. Up to 50*1 (30*2) addresses can be entered.

This program is normally disabled.

To block reception from the entered addresses, touch the [REJECT RECEPTION] key.

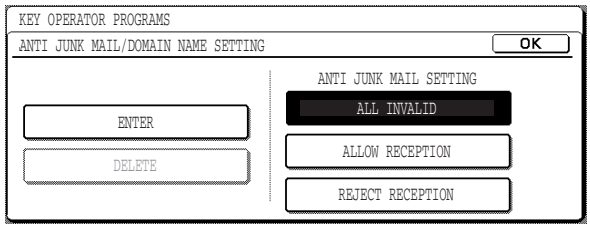
To allow reception from the entered addresses, touch the [ALLOW RECEPTION] key.

To ignore entered addresses and allow reception from any addresses, touch the [ALL INVALID] key.

Entering anti junk mail/domain name

1 Touch the [ENTER] key.

The address entry screen appears.



2 Enter the the e-mail address or domain name.

Up to 64 digits can be entered.

If the first letter is not "@", the string is regarded as an e-mail address. If the first letter is "@", the string is regarded as a domain name. (abc@sharp.co.jp is an e-mail address. @sharp.co.jp is a domain name.)

3 Touch the [OK] key.

Deleting an anti junk mail/domain name

1 Touch the [DELETE] key.

The deletion screen will appear.

2 Touch the address key that you wish to delete.

A message will appear. Touch the [YES] key to delete the number.

To cancel the deletion, touch the [NO] key.

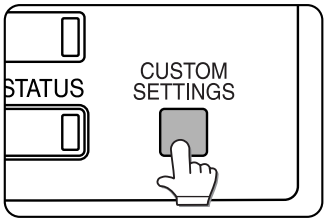
*1 If the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.

*2 If the document filing functions are not expanded.

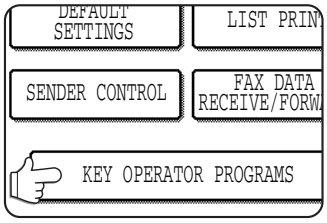
PRINTING OUT SETTINGS

Settings established with the key operator programs can be verified by printing them out.

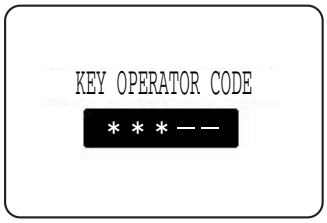
1 Press the [CUSTOM SETTINGS] key.



2 Touch the [KEY OPERATOR PROGRAMS] key.

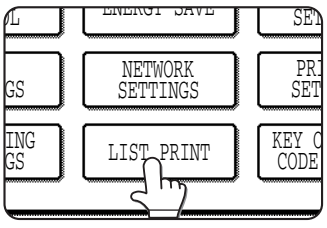


3 Use the numeric keys to enter the five-digit key operater code number.

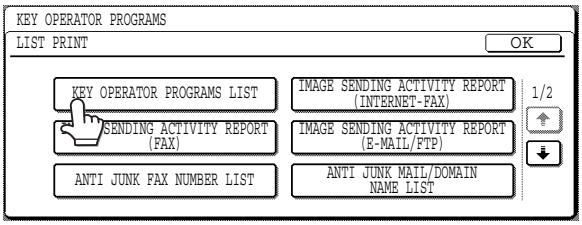


For the factory default setting for the key operator code number, see page 2 of the key operator's guide.

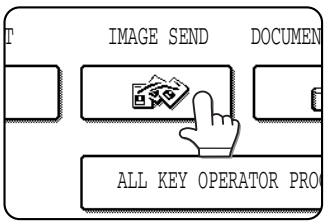
4 Touch the [LIST PRINT] key.



5 Touch the [KEY OPERATOR PROGRAMS LISTS] key.



6 Touch the [IMAGE SEND] key.



"KEY OPERATOR PROGRAMS LIST PROCESSING PRINT DATA." appears in the message screen and printing begins.
To cancel printing, touch the [CANCEL] key.

NOTES

- The list is printed before other jobs waiting.
- In the screen of step 5, you can touch the [ANTI JUNK MAIL/DOMAIN NAME LIST] key to print the anti junk mail/domain name list. Print this list when you wish to check the entered addresses and domains. (See page 60, "Anti junk mail/domain name setting.")
- Also you can touch the [IMAGE SENDING ACTIVITY REPORT (INTERNET-FAX)] key or [IMAGE SENDING ACTIVITY REPORT (E-MAIL/FTP)] key to print an activity report (transmissions and receptions). Print this list when you wish to check the activity. In addition, you can touch the key and the [WEB SETTINGS LIST] key to print the settings made in the administrator screen of the web page.

SPECIFICATIONS

For information on power requirements, power consumption, dimensions, weight, and other specifications that are common to all features of the machine, refer to Operation manual (for general information and copier operation).

Maximum original size	11"x17" (A3)	
Two-sided originals	Possible (when a B/W scanner module/DSPF (AR-EF3) is installed)	
Optical resolution	600dpi	
Output resolution	E-mail/FTP: 200 x 200, 300 x 300, 400 x 400, 600 x 600dpi Internet-Fax: 200x100, 200x200, 200x400, 400x400, 600x600dpi	
Output modes	1bit/pixel	
Halftone processing	Error dispersion (200/300/400/600dpi)	
File format	E-mail/FTP	File type: PDF/TIFF Compression mode: NONE/MH (G3)/MMR (G4)
	Internet-Fax	File type: TIFF-F Compression mode: MH(G3)/MMR(G4)
File creation method	Specified pages per file/One file for all pages	
Scan destinations	Scan to FTP Scan to Desktop Scan to E-mail, Internet-Fax	
Supported client PC operating systems	Windows 95/Windows 98/Windows Me/Windows NT Workstation 4.0 (Service Pack 6 or later)/Windows 2000 Professional/Windows XP Home Edition/Windows XP Professional/Windows Server 2003	
Management system	Uses built-in Web server	
Web browser	Internet Explorer 5.5 or later (Windows)/5.1 or later (Macintosh), Netscape Navigator 6.0 or later	
Network protocol	TCP/IP	
LAN connectivity	10Base-T/100Base-TX	
Supported mail system	Mail servers supporting SMTP, POP3 compatible mail servers	
Number of destinations	999*1 (500*2) maximum*3	
Number of senders	999*1 (500*2) maximum	
Utilities	Sharpdesk	

*1 If the model of the main unit is AR-M355N or AR-M455N, or if the document filing functions are expanded.

*2 If the document filing functions are not expanded.

*3 A total of 999*1 (500*2) destinations can be stored, including E-mail, FTP, Desktop, Internet-Fax, Fax and Group destinations. Among these, a combined total of 200*1 (100*2) Scan to FTP and Desktop destinations can be stored.

Some discrepancies may exist in the illustrations and content due to improvements to the machine.

OPERATION MANUAL (for network scanner)

SHARP

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ARM355U-US1-SCANNER